BADDECK
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Village of Baddeck

Regular Meeting Minutes

DATE August 12, 2026	TIME 6:30 p.m.	MEETING TYPE Regular Meeting
ATTENDANCE Commissioners and members of the public present	LOCATION Not stated in transcript	ADJOURNMENT 8:05 p.m.

1. Call to Order

The meeting was called to order at 6:30 p.m. The Chair acknowledged that the meeting was taking place in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people.

2. Approval of Agenda

The agenda was presented for approval. No additions or amendments were identified. No conflicts of interest were declared.

MOTION	To approve the agenda as presented.
MOVED BY	Commissioner Roberts
SECONDED BY	Commissioner J. MacDonald
RESULT	Motion Carried.

3. Approval of Previous Minutes

The minutes of the June 10, 2026 Regular Commission Meeting were reviewed. No errors or omissions were identified.

MOTION	To approve the June 10, 2026 Regular Commission Meeting minutes as presented.
MOVED BY	Commissioner Roberts
SECONDED BY	Commissioner Whyte
RESULT	Motion Carried.

4. Waterfront / Boardwalk Financial Update

A cash-flow update for the boardwalk and accessibility projects was presented. As of July 31, the waterfront account had a reconciled balance of $106,394. Additional dockage and passenger revenue was expected, while outstanding project invoices and holdbacks remained payable.

Approximately $214,000 in temporary funding from Village General was requested to allow outstanding project invoices to be paid and final grant claims to proceed. Remaining grant funding is expected to reimburse the Village for the temporary advance. Anticipated final funding included approximately $115,000 from ACOA, $113,000 from the Province and approximately $6,800 in accessibility grant holdback funding.

MOTION	To authorize a temporary advance of $214,000 from Village General to the Wharf account until the remaining grant funds are received.
MOVED BY	Commissioner Whyte
SECONDED BY	Commissioner Roberts
RESULT	Motion Carried.

Waterfront Operations

Waterfront items under active review included handrails on the waterfront stairs, temporary slippery-surface signage, overnight parking/camping signage and pedestrian safety. A more comprehensive Waterfront Baddeck report is expected in September.

Kidston Island Lighthouse Heritage Designation

The Commission discussed potential heritage designation of the Kidston Island Lighthouse, including possible funding opportunities and requirements associated with maintaining the building's historic appearance and materials. The Commission agreed that additional information is required before proceeding.

Waterfront Baddeck will review the proposed designation and provide a recommendation on the process, benefits, drawbacks and any ownership or maintenance implications.

5. Policy Review and Committee Governance

Credit Card Policy and Expense Policy

The amended Credit Card Policy and Expense Policy were reviewed. The former Travel Policy has been renamed the Expense Policy, and the mileage reimbursement amount was updated.

MOTION	To approve the amended Expense Policy and Credit Card Policy.
MOVED BY	Commissioner J. MacDonald
SECONDED BY	Commissioner Roberts
RESULT	Motion Carried.

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Committee Terms of Reference

The amended Terms of Reference for the Waterfront, Community Park and Accessibility Advisory Committees were reviewed. The amendments are intended to provide greater flexibility for committee participation and chairing arrangements.

The Source Water Protection and Audit Committee Terms of Reference will be reviewed before the next meeting to determine whether a common Terms of Reference document can be used across Village advisory committees.

MOTION	To approve the amended Terms of Reference for the applicable advisory committees.
MOVED BY	Commissioner Roberts
SECONDED BY	Commissioner Whyte
RESULT	Motion Carried.

Advisory Committee Mandates

Mandates were presented for the Accessibility, Audit, Community Park, Source Water Protection and Waterfront advisory committees. The Commission agreed that committees may continue to provide input and recommend future amendments, with mandates to be reviewed annually.

MOTION	To approve the advisory committee mandates as presented.
MOVED BY	Commissioner Roberts
SECONDED BY	Commissioner Whyte
RESULT	Motion Carried.

6. Committee Assignments

Commissioner representation on Village committees was reviewed and updated. Assignments discussed included:

- Community Park Advisory Committee — Commissioner Roberts; Commissioner J. MacDonald to participate as a non-voting member.
- Accessibility Advisory Committee — Commissioners Roberts and Commissioner Whyte.
- Audit Committee — Commissioners Whyte and Commissioner J. MacDonald.
- Source Water Protection Advisory Committee — Commissioner A. MacDonald.
- Waterfront Baddeck Advisory Committee — Commissioner Whyte.
- Mooring Authority — Commissioner Whyte.
- Baddeck Area Advisory Committee — Commissioner A. MacDonald.

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- Equity, Diversity and Inclusion initiative — Commissioner A. MacDonald, within the Accessibility structure.

Commissioners requested that advisory committee meeting dates be circulated to all Commissioners so they may attend when appropriate, even if they are not voting members.

7. Revised Budget

The revised budget was reviewed. A previously identified calculation error had been corrected, and further adjustments reflected updated project costs, tax revenue and advertising expenses. The Commission also discussed the need for longer-term strategic budgeting and review of overhead costs.

MOTION	To approve the amended budget.
MOVED BY	Commissioner Whyte
SECONDED BY	Commissioner Roberts
RESULT	Motion Carried.

8. Committee Reports

Community Park Advisory Committee

The Village Manager reported on preliminary discussions with playground suppliers and professionals regarding development of the Community Park. A landscape architect and phased development plan were recommended so individual project components can proceed as funding becomes available. Preliminary discussions have also taken place regarding skate park and pump-track options.

The Manager has begun preparing a draft RFP for professional planning/design services. A $12,500 grant has been received for smaller removable park structures. Andreas Burger has expressed willingness to serve as Chair, and Elaine Burton as Vice-Chair subject to committee discussion.

Staff will follow up with municipal staff regarding the status of discussions concerning the road allotment associated with the Community Park.

Audit Committee

No Audit Committee meeting was held. Gary Crowder submitted an expression of interest to fill the vacant community-member position.

MOTION	To appoint Gary Crowder to the Audit Committee.
MOVED BY	Commissioner Whyte
SECONDED BY	Commissioner Roberts
RESULT	Motion Carried.

Accessibility Advisory Committee

The committee has not recently met. A meeting is anticipated for late September or early October, with coordination also taking place with the Municipality on accessibility initiatives.

9. Village Manager's Report

Waste Education

The municipal waste educator has agreed to attend the September 9, 2026 Commission meeting. Commissioners requested that the presentation focus on broader waste-management matters, including community garbage practices, waste collection policies, residential and commercial responsibilities, and collection costs. Public Works will also address accumulated debris in the waterfront/wharf area.

Village Grant Program

The Village grant policy has been posted on the Village website and will also be promoted through social media. The current application deadline is September 8, 2026. Organizations that have previously received Village grants may be contacted directly and encouraged to share the information with other eligible community organizations.

Tax Billing

2026 tax bills have been entered into QuickBooks and were scheduled for distribution. Changes to QuickBooks have created difficulties showing prior balances or account credits directly on invoices. Where required, taxpayers will receive an additional statement showing credits or outstanding balances. The Village has contacted QuickBooks and MNP regarding the issue.

The Commission discussed the efficiency of the current tax-billing process and whether alternative accounting software or municipal tax collection should be explored. The Village Manager will investigate alternative accounting systems, including potential costs and feasibility. Tax bills will provide a 60-day payment period.

Association of Nova Scotia Villages

The Association of Nova Scotia Villages AGM is scheduled for September 18–19 in Chester. The Village Manager plans to attend and will confirm whether additional registration remains available.

Village Office Administration

Staff requested consideration of reducing the number of days the Village office is open to the public to provide uninterrupted administrative work time. Commissioners discussed the importance of maintaining public accessibility and considered alternatives such as shorter public hours, staff rotation and flexible work arrangements. The matter was deferred for further consideration.

Other Administrative and Operational Updates

- The Department of Public Works crosswalk policy has been received and will be reviewed in relation to a possible crosswalk near Twining Street.
- DOCKWA Positive feedback has been received regarding the new booking system and its reporting functionality.
- The summer student position has been extended to the end of August, with continued work on Village green spaces, planters and hanging baskets.

- The Kidston Island / Lions Club lease agreement has been signed and originals will be circulated to the parties.
- A new nomination period will be advertised to fill the remaining Commission vacancy.
- Work continues on the Village signage project.
- David McLeod began employment with Public Works on July 2 and is reported to be doing well.

10. Water and Sewer

Source Water Protection and Additional Water Supply

A Source Water Protection meeting was held in July. Although quorum was not achieved, participants reviewed outstanding work and priorities. The Village Manager subsequently discussed options for development of a third well. A hydrogeological study was recommended as the first step, at an estimated cost of approximately $5,000–$10,000. Further discussion may also be required with the Province regarding property associated with the existing well field.

Concrete Reservoir and Leak Detection

Repairs and cleaning of the concrete reservoir have been completed at a cost of approximately $30,000, with approximately 50% covered through grant funding. Follow-up monitoring will confirm that the identified leakage has been resolved.

Additional leak-detection work has been completed. Overnight water flows remain higher than expected, suggesting additional leakage within the system. Further analysis of commercial overnight usage and system flows will continue.

Water Rate Study

Work associated with the water-rate process continues. A public water-rate hearing is scheduled prior to the next regular Commission meeting on September 3, 2026.

Sewer System

A draft report regarding the sewer system has been received from CBCL and will be circulated to Commissioners. The consultant may be invited to a September meeting to present the report, and the information will also be provided to Councillor Nicholson.

Two quotes have been received for a grinder. Additional measurements were required before a final option could be selected. Sewer overflow calculations have now been programmed into SCADA, allowing the Village to monitor and report overflow volumes from the Water Street bypass and wastewater treatment plant bypass. Repairs to a Water Street sewer leak have resulted in a significant reduction in inflow.

11. Financial Report

Accounts receivable as of July 31 were approximately $274,000, approximately $50,000 higher than at May 31. The balance includes the most recent water/sewer billing. With the amended budget now approved, the budget will be entered into QuickBooks to allow ongoing budget-to-actual financial reporting.

MOTION	To accept the reports as presented.
MOVED BY	Commissioner J. MacDonald

SECONDED BY	Commissioner Roberts
RESULT	Motion Carried.

12. Correspondence

- Correspondence was received regarding Village tax bills.
- Correspondence was received regarding the Province's follow-up review of the municipal Code of Conduct and its impact on municipal units. A Commissioner will participate in a follow-up meeting and request that relevant survey information be redistributed as appropriate.

13. Upcoming Meetings

Date	Meeting / Deadline	Location / Time
September 3, 2026	Water Rate Hearing	3:00 p.m. and 6:00 p.m. (date to be confirmed from meeting notice)
September 9, 2026	Regular Commission Meeting	6:30pm Village Office
September 18–19, 2026	Association of Nova Scotia Villages AGM	Chester

Residents were reminded that another nomination period will be advertised to fill the remaining vacancy on the Village Commission.

14. Public Comments

Members of the public raised concerns regarding the positioning and maintenance of parking curb stops in the wharf parking area. Waterfront Baddeck will consider the matter and provide recommendations as appropriate.

Further discussion took place regarding overnight parking/camping and the need for appropriate signage and enforcement. Communication with the Municipality was suggested, particularly in relation to bylaw enforcement.

15. Adjournment

The regular meeting adjourned at 8:05 p.m.

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Signatures:

Minutes approved

9 Sept 2026

Com. Anna MacDonald *Date*

Minutes approved

Sept 9/26

Com. Bonnie Whyte *Date*

Minutes approved

Denise Roberts Sept 9/26

Com. Denise Roberts *Date*

Minutes approved

Jennifer MacDonald Sept. 9/26

Com. Jennifer MacDonald *Date*

Minutes approved

TBD *Date*

Certified by 2026-09-09

Roman Braun-Huettner (Village Manager) *Date*