Village of Baddeck

Regular Meeting Minutes

DATE	TIME	MEETING TYPE
October 14, 2026	6:30pm	Regular Meeting

ATTENDANCE	LOCATION	ADJOURNMENT
Commissioners A. MacDonald, Comissioner J. MacDonald, Commissioner Whyte, Commissioner, Roperts, VM Roman Braun-Huettner	Village Office	9:22pm by Commissioner A. MacDonald

1. Call to Order and Agenda

The Chair opened the meeting with an acknowledgement of Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people.

Item 5(c) was removed from the agenda. A presentation by CBCL and updates from BABTA and residents were accommodated. No conflicts of interest were declared.

2. Approval of Previous Minutes

The September 9, 2026 minutes were reviewed. A date correction was noted.

MOTION	To approve the September 9, 2026 regular meeting minutes, subject to the noted date correction.
MOVED BY	Commissioner Roberts
SECONDED BY	Commissioner Whyte
RESULT	Carried

3. Committee Terms of Reference and AI Policy

The Commission discussed keeping the Audit Committee terms of reference as a separate document and incorporating the Source Water Protection Committee's additional provisions as an appendix to the general committee terms of reference. Membership of up to nine and the two-thirds quorum requirement were discussed.

The Chair circulated a draft policy on artificial intelligence for future consideration, addressing confidentiality, transparency, appropriate use and environmental impacts. Commissioners will review the draft before a subsequent meeting.

4. CBCL Wastewater Collection and Stormwater Assessment

Holly Sampson of CBCL presented the wastewater collection system report, covering field inspections, CCTV work, lift stations, flow monitoring, sanitary and stormwater models, and recommended improvements.

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5. BABTA Update: Corner Property and Signage

Christy Ziss, representing BABTA, reported on the sinkhole at the visitor information centre corner property following an August storm. The cause, appropriate repair and responsibility for costs remain unresolved. BABTA has requested involvement from the provincial Public Works Department and would welcome discussions with the property owner, Municipality and Village once further information is available.

BABTA also outlined its policy prohibiting temporary sandwich-board signs on the leased corner property, citing fairness, accessibility, maintenance and safety. Remaining signs were to be removed October 17 following notice to members. BABTA described its digital sign as an alternative for business and community-event promotion. The Village Chair clarified that land-use signage rules fall under the Municipality of Victoria County.

6. 2023 Financial Statements

The Audit Committee reviewed the 2023 consolidated statements with MNP and recommended their approval. Remaining management representations and finalization steps will follow. The separate Water Utility statements require an additional budget column and correction to water-only accounts receivable before approval.

MOTION	To approve the 2023 consolidated financial statements as recommended by the Audit Committee.
MOVED BY	Commissioner Whyte
SECONDED BY	Commissioner J. MacDonald
RESULT	Carried

7. Public Petition: Garbage Receptacles

A petition with more than 439 names seeking public garbage receptacles in the Village particularly during tourist season was presented to the Commission. Concerns about litter, pet waste and the visitor experience were raised.

The Commission explained that receptacles were removed during earlier strategic and budget decisions because of staffing, collection, tipping fees and other costs. Commissioners discussed possible tax implications, jurisdiction, seasonal needs and opportunities for cooperation with Victoria County. The issue will be considered in future strategic planning; no decision to reinstate bins was made.

8. Village Grant Applications

Six applications or requests were reported: Cabot Trail Relay Race ($1,500 requested, with $1,000 previously provided), Hospice Society of Victoria County ($8,000), Baddeck Lions Club swimming program ($2,000), Baddeck Volunteer Fire Department ($5,000), BABTA ($3,000), and a dock-related request associated with BYC. The stated financial requests totalled approximately $19,500 against a grant budget of approximately $13,200.

Commissioners discussed relative priorities, eligibility and the scope of Village support. Staff will prepare proposed allocations for consideration at the next meeting; no grant allocations were approved at this meeting. A later Curling Club request will be included for this first year of the new policy, with a reminder about future deadlines.

9. Waterfront Baddeck Report

Waterfront Baddeck requested reappointment of six longer-serving members and appointment of Gary Crowder as volunteer coordinator. Recruitment of a marketing coordinator will be deferred until 2027 following a strategy session.

The committee presented budget considerations including increased public washroom cleaning costs (approximately $12,000 annually), a proposed division of costs among waterfront revenues and other public partners, a proposed $35,000 annual Village capital reserve contribution for future wharf work, and approximately $3,000 for Kidston Island cleanup. These were discussed as budget proposals rather than approvals.

The committee outlined urgent foundation repairs to the Kidston Island Lighthouse, with an overall project estimate of approximately $100,000. Potential support from the Municipality, other grants and fundraising was discussed, as was whether work should proceed in the fall or spring.

MOTION	To contribute $10,000 from the Village General Fund toward the Kidston Island Lighthouse foundation repair project.
MOVED BY	Commissioner J. MacDonald
SECONDED BY	Commissioner Whyte
RESULT	Carried

MOTION	To reappoint Stephen Goldthwaite, Bill Marchant, Rhonda Kay, Terry Kelly, John Langley and Steve Ross to Waterfront Baddeck; appoint Gary Crowder as volunteer coordinator; confirm the Commission representatives; and defer the marketing position until 2027, with terms to be reviewed for future staggering.
MOVED BY	Commissioner J. MacDonald
SECONDED BY	Commissioner Roberts
RESULT	Carried

10. Waterfront Infrastructure and Community Park

Waterfront Baddeck discussed engineering review and insurance matters relating to wharf damage, including a repair plan and insurance coverage limits reported as $100,000 with a $10,000 deductible.

11. Community Park

The Community Park Advisory Committee is continuing its planning work. The Commission discussed the Municipality's road reserve beside the park and reiterated its interest in retaining that land for park-related use rather than bus parking. The Chair described correspondence with the Warden and Council, and continued coordination was encouraged. The next Community Park meeting was identified as October 20 at 6:30 p.m.

12. Audit Committee

The Audit Committee met to review the 2023 financial statements. The statements were approved by the committee and a recommendation was given to approve the statements at the commission meeting. Minutes will be circulated.

13. Accessibility Advisory Committee

The Accessibility Advisory Committee anticipates meeting before year-end. A draft diversity, equity and inclusion document was also referenced.

14. Village Manager's Report

Water billing: Quarterly bills were delayed and staff proposed extending the payment period to 45 days to account for the delay. The new water rate order was approved September 29, effective October 1, 2026. The current billing through September 30 uses the prior rates; the January billing will reflect the new rates.

Accounts receivable were reported at approximately $385,000 before the latest water billing.

Expense policy: Staff proposed use of a Microsoft Forms expense claim process, retention of a signed paper alternative where necessary, and clarification of travel pre-approval requirements. Commissioners requested further review, before considering approval at the next meeting.

Administration: The EDPC planning session, outstanding sidewalk correspondence, leased well-property matters and improved property assessment reporting were discussed. A new Commission nomination period runs October 22–29, with an election on November 21 if required. Returning officer coverage must be arranged.

Public Works: Carter MacKenzie's departure was reported and the recruitment committee will coordinate next steps. Occupational health and safety improvements are being reviewed. The water meter program is nearly complete, with one remaining meter pit installation. Meter pits are being considered for longer new service connections to improve leak detection.

Water and wastewater: Staff reported ongoing difficulties with recently installed turbidity meters and discussions with the supplier. Seven excavation sites have been repaved. Hydrant testing is underway with notices to customers. The Victoria Street lift station controls have been corrected, reducing starts from approximately 40 to 24 per day. At Queen Street, staff identified previously buried non-return valves and stormwater entering through a ditch/overflow arrangement; corrective work is planned.

MOTION	To accept the reports as presented.
MOVED BY	Commissioner Whyte
SECONDED BY	Commissioner Roberts
RESULT	Carried

15. Correspondence and Municipal Matters

The Commission discussed correspondence from the Co-op regarding the sinkhole. Public Works observations suggest a damaged corrugated stormwater pipe and an older wooden structure; responsibility and the cause remain to be confirmed. BABTA is pursuing further investigation.

The Chair will continue communicating with Victoria County about the Community Park road reserve, municipal participation in Village meetings and progress on outstanding audited statements. Monthly reporting to provincial Municipal Finance continues. The possibility of recording or providing online access to meetings was raised for future consideration.

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16. Next Meeting and Adjournment

The next regular meeting was rescheduled to Tuesday, November 10, 2026, due to conflicts on November 12. The Chair adjourned the meeting at the conclusion of discussion at 9:22pm.

17. In Camera

The Commission entered an in-camera session at 9:25 p.m. and returned at 10:15 p.m. No decisions were made during the in-camera session.

Signatures:

Minutes approved

Com. Anna MacDonald — *Date* 18 Nov 2026

Minutes approved

Com. Bonnie Whyte — *Date* Nov. 18/ 26

Minutes approved

Com. Denise Roberts — *Date* Nov/18/26

Minutes approved

ABSENT

Com. Jennifer MacDonald — *Date*

Minutes approved

TBD — *Date*

Certified by

Roman Braun-Huettner (Village Manager) — *Date* 2026-11-18