

Village of Baddeck

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

Annual General Meeting

Tuesday, 2025-06-23

Village of Baddeck, Masonic Hall, Baddeck.

Village of Baddeck – Minutes of the Annual General Meeting (AGM)

Date: June 23, 2025

Time: 6:30 PM

Location: Masonic Hall, 24 Queen St, Baddeck

Chair: Jen MacDonald (Village Commission Chair)

Attendees: Commissioners Gary Crowder, Bonnie Whyte, Denise Roberts; Village Manager Roman Braun-Huettner; Accountant Jerred Stephenson (MNP); Community Members

1. Call to Order and Welcome

Chair Jen MacDonald called the meeting to order at 6:30 PM. She welcomed all attendees, provided an overview of the meeting agenda, and issued a land acknowledgement recognizing the unceded and ancestral territory of the Mi'kmaq people. Commissioners and staff were introduced.

2. Approval of Agenda

The agenda was reviewed by the Commission. Motion to approve made by Commissioner Crowder and seconded by Commissioner Roberts.

Motion carried unanimously.

3. Conflict of Interest Disclosure

All commissioners confirmed that there were no conflicts of interest to declare for the meeting.

4. Approval of 2024 AGM Minutes

Minutes from the 2024 AGM (held June 18, 2024) were distributed in advance. No errors or omissions were noted. Motion to approve made by Commissioner Crowder and seconded by Commissioner Whyte.

Motion carried unanimously.



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5. Swearing-in of Commissioners

Two commissioners were nominated for two open positions. No election necessary

Two Commissioners were officially sworn in by Commissioner of Oaths Daniel Chiasson:

- **Anna MacDonald**, newly nominated Commissioner
- **Gary Crowder**, re-elected Commissioner

The Village expressed appreciation to outgoing Commissioners Dan McNeil and Kenneth MacKinnon for their service and contributions.

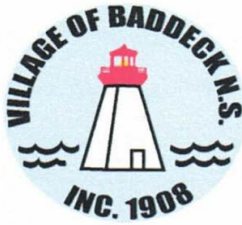
6. Annual Report Highlights

A. Wastewater Treatment

- Control panel upgrades completed in May 2024.
- Backup generator installation for emergency power is in progress.
- Infrastructure assessment by CBCL Engineering underway to address inflow and infiltration and overcapacity.
- Village treating 419,000 m³ but billing for only 92,000 m³ (over 75% discrepancy).
- 4 Sequencing Batch Reactors (SBRs) now fully operational after cleaning.
- Funding includes \$75K (PCAP), \$185K over 3 years (budgeted), and \$65K (CCBF transfer).
- Sewer bylaw update and erosion repairs near the wastewater fence scheduled for 2025–26.

B. Water System

- CBCL Engineering completed assessment and developed a short/mid/long term capital plan.
- 371,000 m³ treated, but only 105,000 m³ billed; indicates high leakage/unmetered use.
- 50 meters remain to be replaced; includes 5 large commercial units.
- Improvements include new turbidity meters, pressure valves, and future well development.
- Funding includes \$100K PCAP and \$36K for generator backup.
- Discussions with EDC and UARB ongoing; water rate review expected in fall 2025.



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7. Financial Planning and Administration

- All Commissioners completed required Code of Conduct training.
- Staff handbook and OH&S policies finalized.
- Legal matters (including one court case) resolved.
- Summer student hired through funding support.
- Need for competitive RFPs and contractor accountability identified.
- Tax exemption and fire protection policies under review; currently no exemptions exist.

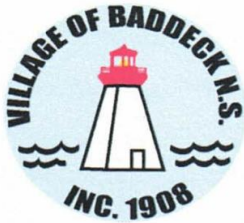
8. Community Engagement

- Accessibility and equity plans submitted to the province; include public space considerations.
- Public meeting attendance has increased; community feedback directly informs policy.
- Audit committee seeking a new community member; meets quarterly.
- Communication improvements include regular mailouts and updated website (still under development).

9. Public Space Management

A. Waterfront & Boardwalk

- Boardwalk renewal funded by Fed (\$1.1M), Prov (\$1.1M + \$290K), Village (~\$218K), Municipality (\$75K).
- Project includes accessible seating, cut curbs, and parking.
- Power cable to Kidston Island replaced with solar power solution.
- Dinghy dock installation upcoming; Wharf now has an online booking and feedback system.
- New operations manual and Wharf events policy adopted.
- Lions Club and Waterfront Baddeck collaborating on all projects.



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B. Community Club Property

- Former tennis court and Baddack Academy site undergoing phased renewal.
- Now used by pickleball community; other community groups invited to submit ideas.
- Advisory committee struck; focus on inclusive outdoor recreation for all ages.
- Funding applications in progress; future vision includes nature-based play and cultural interpretation.

C. Beautification and Maintenance

- Shift in focus from beautifying private property to maintaining village-owned assets.
- \$1,700 invested in hanging flower baskets on Main Street.
- Garbage collection removed from Main Street due to cost, misuse, and staffing limitations.
- Wharf and community park garbage bins remain; businesses encouraged to self-manage.
- Snow plowing in 2024–25 cost ~\$35K. Done at municipality's request but not reimbursed. Future role of village in sidewalk plowing uncertain.

10. Governance and Policy Updates

- **Travel Policy renamed to Expense Policy**; mileage updated to match provincial rates.
 - Motion: Roberts / White – **Carried**
- **Hospitality Policy language updated** to reflect "Village Manager" terminology.
 - Motion: Crowder / Roberts – **Carried**
- All policies now scheduled for regular review to ensure continued compliance.

11. Audit & Financial Reports & Budget

- Jerred Stephenson (MNP) presented preliminary financial results:
 - Overall village surplus: ~\$140,000 (vs. \$5,000 budgeted)
 - Water utility still showing deficit; revised water rates and capital plan will address this.
 - Financials will be posted publicly once finalized.



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12. 2025–2026 Fiscal Year Budget Highlights:

General Operating Budget

- **Total Revenue:** ~\$1.4M
- **Key Expenditures:**
 - Salaries and wages: largest line item.
 - Administrative costs and public works services.
 - Community infrastructure and beautification projects.
 - Wharf and Kidston Island operations.
- **Surplus/Contingency:** Budgeted carefully for inflationary pressures.

Capital Projects Budget

- Major projects funded through combinations of grants and reserves:
 - **Boardwalk Project:** \$2.5M+ (Federal, Provincial, Municipal, and Village-funded).
 - **Wharf and Island Upgrades:** Solar, water, and docking improvements.
 - **Water System Upgrades:** Continuing metering and pipe replacement.

Water Utility Budget

- New rate structure in development (UARB-mandated).
- Meter replacement, leak detection, and long-term planning for well expansion.
- Capital funding from PCAP and ongoing applications.

Wastewater Utility Budget

- Generator project funding secured.
 - Future spending on infiltration mitigation and sewer main upgrades.
 - Assessment findings expected to inform future budgets.
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13. Public Comments and Questions

- Several concerns raised:
 - Lack of garbage bins on Main Street
 - Condition of roads and sidewalks (Grant and McLeod St. cited)
 - Lack of clarity on sidewalk ownership and funding
 - Need for improved collaboration between village and municipality
 - Chair MacDonald reiterated need for feedback and engagement from residents to guide strategic planning.
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13. Adjournment

Meeting adjourned at 8:31pm. Chair thanked all attendees for their input and ongoing support.

Next Regular Village Commission Meeting: Second Wednesday of the month at 6:30 PM, Village Office

Contact: Village of Baddeck Office for minutes, policies, or inquiries