



Village of Baddeck

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

Monthly Village Commission Meeting Wednesday, September 10, 2025

Participants: Commissioner Jennifer MacDonald (Chair), Commissioner Gary Crowder, Commissioner Bonnie Whyte, Commissioner Anna MacDonald, Roman Braun-Huettner (Village Manager)

Online:

Regrets: Commissioner Denise Roberts

Call to Order and Land Acknowledgement

- The meeting was called to order at 6:30 pm
- A land acknowledgement was made, recognizing that the meeting was taking place in Unama'ki, the unceded and ancestral territory of the Mi'kmaq people.

The Chair opened with a moment of reflection on the passing of **Mr. Richard (Dick) Edward Grubb**, a long-time supporter and frequent attendee of Village Commission meetings.

Commissioners acknowledged his contributions, presence, and support for the community.

Approval of/Additions to the Agenda

- Item 5 (Election By-Law 1st reading) was struck from agenda.
- **In-camera session** added at end of meeting for solicitor-related matter.
- Agenda was approved as amended.

Disclosure of Conflicts of Interest

- No conflicts of interest were declared.



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Approval of Minutes – August 13, 2025

- The minutes of the August 13, 2025, meeting were reviewed. No errors or omissions were noted.

Motion to approve minutes as presented. Moved by Commissioner Whyte and seconded by Commissioner Crowder. All in favour – motion carried.

Grant Policy

- Draft grant policy reviewed (previously circulated).
- Commissioners discussed terminology, agreeing to replace references to “tourism” with broader terms such as “economic” or “commercial” development.
- Consensus that otherwise the draft captured the Commission’s objectives.

Motion to approve the grant policy with amendments reflecting terminology changes and previously circulated comment moved by Commissioner Crowder and seconded by Commissioner Whyte. All in favour – motion carried.

- Next steps:
 - Policy to be posted on Village website.
 - Shared with key stakeholders and community groups who regularly apply for grants.
 - Council will be notified of adoption.

Reports

Village Manager Report

- **General Administration**
 - Reviewed practices of other villages regarding **tax exemption bylaws**:
 - Three responses received; two had no exemptions; one had a limited exemption bylaw.
 - Commission to determine whether further exploration is warranted.
- **Accessible Signage Project:** Designer selected (Sydney-based firm). Meeting scheduled for Sept 23 to finalize plans for accessibility signage at Village-owned properties.
- **Water Utility**
 - **Water Study:** Kickoff underway, information submitted to consultants.
 - **Water Meters:**
 - Routine quarterly meter readings scheduled for end of September; billing targeted for first week of October.



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- Hospital water meter successfully replaced following a complicated procedure to allow temporary shutoff.
 - Commercial meter replacements for resorts scheduled for late October to avoid disruption during peak tourist season.
 - **NS Environment Meeting: Identified compliance items, including:**
 - Turbidity meter replacements (\$15,000).
 - Probe calibrations (\$7,000).
 - Integration of contact time (CT) calculations into SCADA system.
 - All costs fall within approved capital and operational budget.
 - **Concrete Reservoir:**
 - Cracks and root infiltration identified; estimated water loss 80 m³/day.
 - Repair estimate \$38,000.
 - Village Manager to confirm budget options. Matter deferred to October.
 - **Leak Detection & Repairs:**
 - Multiple leaks located and repaired (e.g. MacLeod St).
 - Additional complex leaks pending (e.g., MacLeod St. service line, hydrant near Irving).
 - Hydrant repair requires specialized equipment due to proximity to highway.
 - Department of Public Works water line is leaking; replacement required. It was dug up, and four leaks appeared in this line
- **Wastewater Utility**
 - **Federal bypass reporting system** ERRIS reactivated after years of dormancy.
 - **Sewer collapse** on Queen Street repaired; safety risk eliminated.
 - **GIS mapping** of sanitary, storm, and combined systems completed
 - Analysis revealed significant flows through Water Street system, particularly during rain events. Findings will inform upcoming wastewater infrastructure assessment.
- **Financial Report**
 - Monthly financial statements distributed.
 - **Historical financials** (2012–2021) compiled into a single spreadsheet for trend analysis.
 - **Asset Retirement Obligation:** Stantec engaged (\$4,000; 4–6 weeks) to meet new accounting standards.
 - **Debenture:** Audit Committee recommends establishing a provincial debenture to support \$522,000 in capital projects and provide an emergency reserve.



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- **Grant Application:** Preparing Growth & Renewal Infrastructure Development (GRID) application (deadline Oct 9).
- Proposed projects include generator installations at water/wastewater facilities, turbidity meters, reservoir repair, and emergency upgrades.

Motion to apply for the Growth and Renewal Infrastructure Development Program (GRID) moved by Commissioner Crowder, seconded by Commissioner Whyte. All in favour – motion carried.

- **Accounts Receivable:** Significant reduction from \$435,000 (July) to \$278,000 (August).
- Rink account remains unresolved. VM will reach out and follow up
- Two private accounts (~\$6,000 each) still outstanding.
- Letter with a collection procedure will be drafted and sent to the accounts.

Waterfront Baddeck Committee Report

- **Wharf Fueling:** Fuel trucks on Wharf remain under review; Fire Dept. input pending.
- **Boardwalk:**
 - Construction ongoing, slowed by NS Power delays.
 - Completion of boardwalk expected this fall; landscaping deferred until spring 2026.
 - Community information meeting planned for late September, prior to Celtic Colours.
- **Marina Booking App (Dockwa):**
 - Committee recommends adoption for 2026 season (\$3,800 fixed annual cost).
 - Benefits: streamlined booking/payments, QuickBooks integration, increased marketing reach, automated customer communication.
 - To be budgeted in Wharf account for 2026.
- **Wharf Utilization:**
 - Visitor traffic lower than 2024; revenues will be below budget.
 - Anchoring survey revealed many sailors prefer anchoring to tying up at Wharf. Dockwa app may improve utilization.
- **Lighthouse Foundation:**
 - Harborside Engineering 2023 report noted deterioration
 - Interim fix: cement collar (~100–150 bags).
 - Urgency noted; decision deferred pending quotes. May be included in debenture/GRID applications.
- **Winter Projects:**
 - Floating dock removal in November.
 - Hurricane preparedness plan.



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- Ongoing recruitment of Wharf volunteers.

Audit Committee Report (Sept 3, 2025)

- **Financial Statements:** Delays continue with MNP. Commission pressing for 2022 audited/qualified statements by Oct 6, 2025.
- **Audit Findings:**
 - No major concerns identified.
- **Accounts Receivable:**
 - Suggested doubtful accounts designation for long-overdue payers.
 - Possible use of credit card payment option, even if Village absorbs fee, to clear balances.
- **Water Meter Consumption:** Contrary to expectations, consumption reported by new meters is lower. Commissioners noted awareness campaigns and water conservation may be impacting revenue.
- **Audit Committee Membership:** New candidate identified; confirmation pending.
- **Recommendation:** Proceed with establishing provincial debenture as financial safety net.

Motion to approve WFB, Village Manager and Audit Committee reports as presented. Moved by Commissioner A. MacDonald and seconded by Commissioner Whyte. All in favour – motion carried.

Correspondence

- **Family of Rochard Grubb:** Letter read aloud; moving tribute shared with Commissioners and public.
- **Provincial Paving Plan:** No response yet to Village's formal request for information. Follow-up required.
- **Proposal Package to Victoria County Council:** Final edits needed (formatting, grammar).

Motion to approve the submission of the proposal to Victoria County Council and to MLA Dianne Timmins. Moved by Commissioner Whyte and seconded by Commissioner A. MacDonald. All in favour – motion carried.



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Public Input

- Questions and comments addressed throughout meeting.
- No additional input at closing.

Next Meeting

- **Wednesday, October 8, 2025, at 6:30 p.m.** Village Office.

Adjournment

- Meeting adjourned at 7:21 p.m.
- **In-camera session** followed regarding solicitor-related matter.



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Signatures:

Minutes approved

Jennifer MacDonald Oct. 8, 2025
Com. Jennifer MacDonald Date

Minutes approved

Bonnie Whyte Oct 8, 2025
Com. Bonnie Whyte Date

Minutes approved

Denise Roberts Oct 8/25
Com. Denise Roberts Date

Minutes approved

Gary Crowder October 8, 2025.
Com. Gary Crowder Date

Minutes approved

Anna MacDonald 8 October 2025
Com Anna MacDonald Date

Certified by

Roman Braun-Huettner 2025-10-08
Roman Braun-Huettner (Village Manager) Date