



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

# Village of Baddeck Commission

## Regular Meeting Minutes

**Date:** May 13, 2026

**Time:** 6:30 PM

**Location:** Baddeck Village Office

**Participants:** Commissioner MacDonald (Chair), Commissioner Whyte (Vice Chair), Commissioner A. MacDonald, Roman Braun-Huettner (Village Manager)

**Regrets:** Ashley Black (Public Works), Commissioner Roberts

**Online:** —

### 1. Call to Order

The meeting was called to order at 6:30pm with a land acknowledgement recognizing Unama'ki as the ancestral and unceded territory of the Mi'kmaq people.

### 2. Approval of Agenda

Agenda was approved as circulated.

Correction: -

No additions.

**Motion:** To approve the agenda as presented.

**Moved:** Commissioner A. MacDonald

**Seconded:** Commissioner Whyte

**All in favour. Motion carried**

### 3. Disclosure of Conflict of Interest

No conflicts of interest were declared.



## 4. Approval of Meeting Minutes April 15, 2026

No errors or omissions were identified. The minutes were approved as distributed.

**Motion:** To approve minutes as presented.

**Moved:** Commissioner Whyte

**Seconded:** Commissioner A. MacDonald

**All in favour. Motion carried**

## 5. Kidston Island Lease Agreement – Baddeck Lions Club

The Commission reviewed the finalized lease agreement for the portion of Kidston Island used by the Baddeck Lions Club for its summer beach program.

Village Manager Roman Braun-Huettner advised that:

- The lease had undergone review by both the Village and the Lions Club;
- Council had reviewed the agreement;
- The agreement was ready for formal approval and submission to the Minister.

Discussion included the Lions Club's insurance coverage requirements. The Lions Club currently carries \$1 million in liability insurance and had raised concerns about the cost of increasing coverage. Commissioners agreed that funding-related discussion would be addressed later during the budget and grant policy discussion.

Commissioners noted the lease arrangement had been extensively discussed over previous meetings and negotiations.



## **Motion to Approve Lease of a Portion of Kidston Island to the Baddeck Lions Club**

**Moved by: Commissioner Whyte**

**Seconded by: Commissioner Anna MacDonald**

**WHEREAS** the Village of Baddeck owns Kidston Island; and

**WHEREAS** the Baddeck Lions Club has requested to lease a portion of Kidston Island for the purpose of operating its summer beach program; and

**WHEREAS** the Commissioners have reviewed the proposed lease agreement, which provides for a lease term of ten (10) years; and

**WHEREAS** the rental amount under the proposed lease is less than fair market rent; and

**WHEREAS** the Commissioners are satisfied that the use of the lands for the summer beach program is beneficial to the Village of Baddeck and its residents, in accordance with subsection 446A(2) of the *Municipal Government Act*;

**NOW THEREFORE BE IT RESOLVED THAT** the Commissioners of the Village of Baddeck approve the leasing of a portion of Kidston Island to the Baddeck Lions Club, substantially in accordance with the proposed lease agreement, for a term of ten (10) years, at a rental amount that is less than fair market value, pursuant to subsection 446A(2) of the *Municipal Government Act*; and

**BE IT FURTHER RESOLVED THAT** such approval is **subject to the consent of the Minister** in accordance with subsection 446A(1) of the *Municipal Government Act*; and

**BE IT FURTHER RESOLVED THAT** the Chair and Village Manager (or administrative officer) are authorized to take all necessary steps and execute all documents required to give effect to this resolution, subject to the receipt of Ministerial consent.

**All in Favour, Motion Carried**



## 5. Annual Policy Reviews

The Commission reviewed several policies requiring annual review prior to the AGM.

Policies reviewed included:

- Hospitality Policy
- Expense Policy
- Credit Card Policy
- Committee Terms of Reference

### Hospitality Policy

The primary revisions included:

- Updating terminology from “CAO/Clerk Treasurer” to “Village Manager”;
  - Minor language updates to reflect current operational practices.
- No substantive policy changes were proposed.

### Expense Policy

Updates included:

- Renaming the “Travel Policy” to the “Expense Policy” to better reflect broader expense reimbursement;
- A mileage reimbursement increase of approximately 0.9 cents per kilometre;
- Administrative language updates.

### Credit Card Policy

Revisions primarily consisted of:

- Updating staff titles;
- Clarifying procedures relating to receipts and expense documentation.

Commissioners agreed further review time would be beneficial before formal approval. Because only three Commissioners were present and one Commission seat remains vacant, Commissioners agreed it would be preferable to delay final approvals until a full Commission is available.

**Decision: Final approval of all policy revisions postponed until the AGM.**

Village staff will:

- Recirculate revised tracked-change versions;
- Include committee feedback where applicable;
- Prepare final versions for approval at the AGM.



## 6. Committee Terms of Reference Review

The Commission reviewed draft revisions to committee Terms of Reference originally adopted in 2023.

### Discussion focused on:

- Clarifying committee operational procedures;
- Updating committee appointment language;
- Ensuring committees retain enough flexibility to function effectively;
- Avoiding unnecessary overregulation.

Commissioners noted that some committees have since established subcommittees, requiring mandates and terms to better reflect current operations. Committee feedback will be requested before final approval.

**Decision:** Approval postponed until the AGM following further review by committees and Commissioners.

## 7. Review of Committee Mandates

The Commission discussed reviewing mandates for the following committees:

- Accessibility Advisory Committee
- Waterfront Development Committee
- Community Park / Community Club
- Source Water Protection Committee
- Audit Committee

Commissioners agreed committee mandates should be reviewed only after updated Terms of Reference are finalized. Commissioners sitting on each committee will work with committees to review mandates prior to the AGM.

A Source Water Protection Committee meeting will also be scheduled.

## 8. Vacant Commissioner Seat and Committee Assignments

Due to the current vacant Commissioner seat, the Commission agreed not to make permanent committee assignment changes at this time.

Commissioners agreed:

- Interim committee representation can be handled temporarily by available Commissioners;
- Roman Braun-Huettner will coordinate interim attendance as needed.

Commissioner Whyte agreed to temporarily fill in on the Waterfront Development Committee until a new Commissioner is elected.



## 9. Election Process and AGM Rescheduling

Commissioner Anna MacDonald and Village Manager Braun-Huettner reviewed the Municipal Government Act requirements and Village Election Bylaw timelines related to the upcoming Commissioner election.

The Commission discussed:

- Required nomination periods;
- Mandatory public notice timelines;
- Election timing requirements;
- Advance polling procedures;
- AGM scheduling conflicts.

Commissioner Anna MacDonald explained that:

- The election must occur at the AGM or within one week following it;
- Nomination periods and advertising timelines make holding the AGM in June impractical. Following consultation with Municipal Affairs, staff confirmed the AGM can legally be moved to July.

**Decisions:**

- The regular June public meeting will proceed as scheduled;
- The AGM will be moved to July;
- The election process will occur in conjunction with the AGM timeline.

**Commissioners discussed:**

- Possibility of an advance poll;
- Election logistics;
- Returning officer responsibilities;
- Potential future special election procedures.

The Commission acknowledged the complexity created by overlapping election timelines and vacant seats.

**The public was encouraged to:**

- Consider running for Commissioner positions;
- Participate in advance polling where possible.

## 10. Fire Protection Rate Discussion

The Commission revisited ongoing concerns regarding fire protection rates charged through the water utility system.

**Discussion focused on:**

- Hydrants located both inside and outside Village boundaries;
- How Victoria County collects fire protection charges from users outside Village boundaries;
- Whether Village taxpayers may indirectly subsidize outside users.



**Commissioners confirmed:**

- The Village currently bills fire protection charges to Village taxpayers through property tax bills;
- Victoria County transfers funding related to hydrants outside Village boundaries.

**Questions remain regarding whether:**

- The Municipality separately bills outside utility users;
- Or whether those costs come from general municipal taxation.

**Decision:**

The Village will:

- Continue billing fire protection rates as usual this year;
- Send correspondence to Victoria County Council, the Warden, CAO, and CFO requesting clarification on collection methods and cost allocation.

Commissioners emphasized that any fire protection costs imposed on the Village utility ultimately impact water rates.

## 11. Water Street Watermain Project and Paving

The Village Manager provided an update on the Water Street watermain replacement project.

**Key updates:**

- Pipe replacement work is nearing completion;
- New line hookups are underway;
- Remaining lateral work is expected to conclude within approximately one week.

**The Commission discussed:**

- The original grant covered pipe replacement but not paving;
- The condition of Water Street prior to excavation;
- Ongoing discussions with the Department of Public Works regarding paving support.

The Waterfront Baddeck Committee continues discussions with Department of Public Works.

Commissioners agreed the Village may send a support letter to MLA Diane Timmins requesting provincial assistance if requested by the Waterfront Baddeck Committee.

## 12. Budget Discussion

Commissioners undertook a lengthy review of the draft Village budget.

**The Chair emphasized:**

- The need for a conservative and balanced budget;
- Sensitivity to rising costs affecting residents;
- Anticipated increases in water utility rates;
- The need to reduce discretionary spending where possible.



## 12.1 Grant Policy and Community Donations

The Commission reviewed implementation of the new grant policy.

Discussion focused on:

- Ensuring all community donations flow through the formal grant process;
- The 4% cap on tax revenue allocated to grants;
- The need for transparency and consistency.

Commissioners discussed moving away from informal donation requests toward:

- Standardized applications;
- Established deadlines;
- Policy-based approvals.

The transition period for implementing the new policy was acknowledged as potentially challenging for organizations accustomed to informal requests.

## 12.2 Signage Project

The Commission discussed scaling back the proposed signage and wayfinding project.

**Discussion included:**

- The importance of safety and compliance signage;
- Existing work completed through VIBE;
- Victoria County's broader wayfinding strategy currently under development;
- Budget constraints.

**Commissioners agreed:**

- Safety signage on Village properties remains necessary;
- Expanded wayfinding initiatives should be postponed pending County-level planning and future funding opportunities.

## 12.3 Christmas Decorations

The Commission discussed the significant cost of replacing aging Christmas decorations mounted on lamp posts.

**Commissioners acknowledged:**

- The decorations are popular within the community;
- Existing decorations are deteriorating;
- Replacement costs are substantial.

**The Commission agreed:**

- New Christmas decoration purchases should be postponed;
- Existing decorations may continue to be used where safe and feasible;
- Future funding opportunities may be explored.



## 12.4 Hospitality Budgets

Commissioners reviewed hospitality-related budget lines.

**Discussion noted:**

- Historical underspending in hospitality accounts;
- Desire to minimize discretionary spending.

**Commissioners agreed:**

- Hospitality budgets should be reduced where possible;
- Future one-time hospitality expenditures can be approved separately if required.

## 13. Cabot Trail Relay Association Request

The Cabot Trail Relay Association requested:

- Use of Village garbage receptacles;
- Financial support for the upcoming event.

**Discussion included:**

- Public Works capacity;
- Volunteer support provided by the Relay Association;
- Tipping fees;
- Previous years' support levels.

The Association indicated they could manage garbage collection themselves if provided with the bins.

**Motion: To provide:**

- \$1,000 in financial support; and
- Use of Village garbage receptacles, with the Association responsible for placement, monitoring, cleanup, and return coordination.

**Moved by: Commissioner Anna MacDonald**

**Seconded by: Commissioner Whyte**

**All in Favour, Motion Carried**

## 14. Theatre Baddeck Sponsorship Request

Theatre Baddeck requested:

- Permission to replace old banners and continue **displaying eight (8) seasonal banners** on Village lamp posts;
- Assistance from Public Works staff with installation and removal.

**Discussion included:**

- Sponsorship visibility for the Village;
- Community beautification;
- Banner maintenance and replacement;
- Long-term signage considerations.



**Commissioners agreed:**

- Theatre Baddeck banners contribute positively to the community;
- The arrangement should be treated as an **in-kind sponsorship**.

**The sponsorship package includes:**

- Village logo placement, recognition in programs and promotional materials;
- Complimentary tickets.

**Motion:** To approve an in-kind sponsorship arrangement supporting Theatre Baddeck's lamp post banners. The arrangement will be reviewed after three seasons.

**Moved by: Commissioner Anna MacDonald**

**Seconded by: Commissioner Whyte**

**All in Favour, Motion Carried**

## 15. Correspondence

The Commission reviewed correspondence regarding:

- Prior correspondence with Victoria County.

**Commissioners noted:**

- No response has yet been received from Victoria County regarding earlier requests relating to budget collaboration and legal cost-sharing.

### 15.1 Water Utility Property Taxation

The Village Manager reviewed correspondence from Municipal Affairs regarding taxation of water utility properties.

**Discussion focused on:**

- Taxation of leased provincial land used for Village water infrastructure;
- Inconsistencies across municipalities and villages;
- Advocacy efforts by the Association of Nova Scotia Villages.

The Commission continues efforts to seek tax exemption treatment for leased provincial utility lands.

### 15.2 Financial Statement Update

The Village Manager reported:

- Municipal Affairs is requiring monthly progress updates on overdue audited financial statements;
- MNP continues working on outstanding audits.

Current expectations:

- 2023 statements nearing completion;
- Remaining audits expected to follow afterward.

Commissioners expressed hope that current-year statements will soon be fully up to date.



## 16. Water Conservation Discussion

### The Commission discussed:

- Regional drought concerns;
- Water table recovery;
- Water treatment plant capacity limitations.

Although well levels have improved, treatment capacity remains a concern during periods of high demand.

### Commissioners discussed developing:

- A formal conservation order process;
- Trigger thresholds for mandatory restrictions if required.

Public education regarding responsible water use will continue.

## 17. Committee Reports

### Waterfront Baddeck Committee

- Meeting postponed until the following day;
- Public attendance remains open.

### 17.1 Community Club

- No report submitted;
- Meeting scheduled later in the month.

### 17.2 Accessibility Advisory Committee

- No report submitted;
- Meeting scheduled later in the month.

### 17.3 Audit Committee

Draft minutes were reviewed.

#### Discussion included:

- Financial statement progress;
- Visa spending review;
- Media updates;
- Ongoing communication with MNP.

## 18. Village Manager Report

The Village Manager provided updates on:

- Community Park “Free to Play” grant (\$12,500);
- Road allotment discussions with Department of Public Works for Community Park Property;



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- Student summer job recruitment;
- Bursary applications;
- Cybersecurity insurance review;  
Discussion regarding cybersecurity insurance included:
  - Potential protection against ransomware and cyber fraud;
  - Existing IT support arrangements;
  - Possible collaboration opportunities with other municipalities or villages.
  - Further information will be circulated before a decision is made
- AGM planning;
- Election administration;
- Committee coordination.

## 19. Adjournment

The meeting adjourned at 8:40pm by Chair MacDonald

## 20. In Camera Meeting

The commission went in camera at 8:50

The commission came out of camera at 9:30



## Signatures:

Minutes approved

Jennifer MacDonald June 10/26  
Com. Jennifer MacDonald Date

Minutes approved

MBW June 10/26  
Com. Bonnie Whyte Date

Minutes approved

Denise Roberts June 10/26  
Com. Denise Roberts Date

Minutes approved

AMC 10 June 2026  
Com. Anna MacDonald Date

Minutes approved

TBD  
TBD Date

Certified by

B-H  
Roman Braun-Huettner (Village Manager)

2026-06-10

Date