

Village of Baddeck

Regular Meeting Minutes

DATE September 9, 2026	TIME 6:32 p.m.	MEETING TYPE Regular Meeting
ATTENDANCE Commissioners and members of the public present	LOCATION Village Office	ADJOURNMENT 7:52 p.m.

1. Call to Order

The meeting was called to order at 6:32 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 August 12, 2026 Regular Commission Meeting were reviewed. No errors or omissions were identified.

MOTION	To approve the August 12, 2026 Regular Commission Meeting minutes as presented.
MOVED BY	Commissioner Whyte
SECONDED BY	Commissioner Roberts
RESULT	Motion Carried.

4. Committee Governance and Financial Statements

Terms of Reference

The Audit Committee and Source Water Protection Committee Terms of Reference were circulated for review. Due to the specialized requirements of both committees, the Commission discussed retaining separate provisions, potentially as appendices to the general advisory committee Terms of Reference. Commissioners will review the documents and bring any proposed amendments to the next meeting.

The Commission also noted that letters had been sent to advisory committees requesting updates on priorities, activities and anticipated spending. The responses will support improved coordination and upcoming strategic planning.



2023 Draft Financial Statements

Draft 2023 financial statements have been received and require Audit Committee review before coming to the Commission for approval. An Audit Committee meeting is expected in early October, with the goal of presenting the 2023 statements at the October regular meeting. Work on subsequent fiscal years will follow.

5. Water Rate Hearing

An update was provided on the Nova Scotia Regulatory and Appeals Board water-rate hearing held the previous week. The hearing followed the independent water-rate study and earlier public meetings. The Village Manager and the utility consultants appeared as witnesses and responded to questions regarding the proposed rates and the condition and needs of the Water Utility.

Three undertakings requesting additional information were completed and submitted to the Board. The Village requested an October 1 implementation date if possible; however, the effective date remains subject to the Board decision. The hearing record and final decision are public, and the Village will communicate the approved rates and effective date once received.

6. Committee Reports

Waterfront Baddeck

No formal report was available. The Waterfront Baddeck report was expected the following week and will be circulated to Commissioners when received.

Community Park Advisory Committee

Andreas Burger has assumed the role of Chair and Elaine Burton the role of Vice-Chair. The committee is seeking proposals from landscape architects for a phased site plan. Preliminary estimates for planning services were discussed in the range of approximately \$15,000-\$25,000, with several firms being contacted.

The Village has received \$12,500 in Free to Play funding. A portion may be used toward planning, with the balance available for removable park structures. Former nursery school representatives also indicated that funds may be available to support the planning work. The committee intends to pursue Planning Assistance Program funding of up to approximately \$10,000, with a September 30 deadline. The next committee meeting is scheduled for September 21 at 6:30 p.m. at the Village Office.

MOTION	To authorize the Community Park Advisory Committee to apply for Planning Assistance Program funding.
MOVED BY	Commissioner J. MacDonald
SECONDED BY	Commissioner Whyte
RESULT	Motion Carried.

The committee continues to support phased development of the property so individual components can proceed as funding becomes available. The road allotment adjacent to the property and future public/media communications were also discussed.

Audit Committee

No Audit Committee meeting was held. A meeting will be arranged to review the draft 2023 financial statements.

Accessibility Advisory Committee

No report was presented. The next meeting is anticipated in October, with the date to be announced.

7. Village Manager's Report

Waste Education and Village Grant Program

Rather than a presentation during the regular Commission meeting, staff will work with the municipal waste educator to arrange a public waste-education session at a time that is accessible to residents. The Village grant program deadline was confirmed as September 15, 2026, and two applications had been received at the time of the meeting.

Administration and Association of Nova Scotia Villages

Tax bills have been distributed. Monthly reporting to Municipal Finance regarding outstanding financial statements continues. The Village Manager will attend the Association of Nova Scotia Villages AGM on September 18-19 and will raise topics including audit costs, potential shared audit services, village access to Canada Community-Building Fund arrangements, and approaches to encouraging residents to run for Village commissions.

Sidewalks, Commission Vacancy and Signage

The Village continues to work through legal counsel regarding sidewalk responsibilities; follow-up with the municipal solicitor will continue. A new nomination period is required because no candidate came forward during the previous period. Staff will confirm the election timeline and advertise the new nomination period.

The Kidston Island/ferry signage project will proceed for the next season because printing could not be completed in time for this year. Final sizing and compliance requirements will be confirmed before production.

Public Works and Occupational Health and Safety

David McLeod has taken on the role of Public Works occupational health and safety representative. Appropriate training opportunities are being reviewed.

8. Water and Sewer

Well Property Assessment

The Village continues to seek resolution regarding the assessment and taxation of the provincially owned property leased for the Village well field. Follow-up is ongoing with Property Valuation Services Corporation and municipal representatives. The Commission noted the complexity created by the Village leasing, rather than owning, the utility property.

Leak Detection and Water Loss

Staff reported continued work on the leak-detection program. System data indicates substantial unaccounted-for water, and Public Works has located and cleared additional valves so individual areas can be isolated and monitored overnight. Planned testing will focus on areas such as Bell Bay, Pioneer Line, Ross Street, Shore Road and MacLeod House while minimizing disruption to 24-hour users.

Commercial overnight-use data is also being compiled so legitimate consumption can be separated from suspected leakage. A test near the museum identified unexplained water entering a storm drain, and staff are working with the museum to investigate the source. Additional SCADA flow calculations are being developed to monitor water from the wells to the treatment plant and through the distribution system.

Water Supply Equipment

Public Works is working to return Well 4 to service for winter operation. Aging monitoring equipment requires replacement, and staff are reviewing an upgrade to standardize equipment and improve monitoring of water quality parameters. Access to the well field during winter will continue to be monitored.

Wastewater System and Water Street

Staff are investigating options for the Water Street sewer, including relining and a potential lift-station alternative. Preliminary relining costs were discussed at approximately \$100,000, and technical feasibility and available grant opportunities will be explored.

SCADA now includes calculations to estimate bypass volumes. A significant bypass occurred during the September 4 heavy-rain event, illustrating the amount of stormwater and inflow entering the wastewater system. Staff noted that bypass frequency has decreased substantially following operational adjustments and repair of the Water Street sewer leak, and the treatment plant now has improved capacity during normal conditions. Further inflow and infiltration investigation will continue.

9. Wharf and Property Updates

Damage was identified at the public wharf following the visit of the National Geographic Explorer during a storm event. Observed damage included movement and cracking in structural components and damage to an electrical lighthouse fixture. The Village Manager contacted the Village insurer and will arrange an engineering/structural assessment to determine the extent of repairs, costs and any insurance responsibilities. Future procedures for accommodating larger vessels during adverse weather will also be reviewed.

10. Financial Report

Accounts receivable were approximately \$509,000 following issuance of Village tax bills, including approximately \$400,000 in taxes and \$71,000 in water accounts. The over-90-day balance includes approximately \$70,000 in grant receivables expected once outstanding financial statements are finalized. The next water billing is scheduled for the end of September.

The approved budget has now been entered into QuickBooks, allowing budget-to-actual reporting to resume. Staff will continue regular financial reporting and review outstanding variances.

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

11. Correspondence and Municipal Matters

The Chair reported on ongoing discussions with Councillor Ian Nicholson regarding several Village priorities. Items to be included in further communication with the Municipality include:

- policing, parking and bylaw enforcement, including consideration of more proactive enforcement rather than relying solely on resident complaints;
- District 3 road-paving priorities and the Municipality's requests to the Province for J-class road paving;
- clarification on Village access to Canada Community-Building Fund or equivalent capital funding;
- continued work toward an updated land-use bylaw for the Village, with public and Village input;
- the road reserve adjoining the Community Park property and the Village's interest in preserving it for park/green-space purposes; and
- a potential crosswalk near Twining Street/Shore Road connecting the visitor-centre area toward the Community Park.

Staff will also follow up with the arena/rink board regarding current operations and matters affecting the Village. A letter of appreciation will be sent to the Baddeck Lions Club recognizing another successful season of programming on Kidston Island.

12. Upcoming Meeting

Date	Meeting	Location / Time
October 14, 2026	Regular Commission Meeting	Village Office / 6:30 p.m.

13. Public Comments

Questions were raised regarding the rink, timing of the Audit Committee meeting, emergency preparedness following recent severe weather, generator installations, inflow and infiltration, stormwater infrastructure, and sidewalk responsibilities.

Staff advised that tenders for the water and wastewater generators are complete. Site/pad work is expected in the fall, with one generator anticipated around January and the other around March/April. A separate generator solution for the well field remains under development for the spring.

The Village now has direct access to the Voyent Alert system for emergency public notifications. Emergency preparedness and utility contingency planning will continue to be considered as part of broader planning. Public Works has also been coordinating investigation of storm drains and access points with contractors and the provincial road authority.

The sidewalk responsibility matter remains under discussion between the Village and municipal legal counsel.

14. Adjournment

The regular meeting adjourned at 7:52 p.m.

Signatures:

Minutes approved


Com. Anna MacDonald
14 Oct 2026
Date

Minutes approved


Com. Bonnie Whyte
Oct 14/26
Date

Minutes approved


Com. Denise Roberts
Oct 14/26
Date

Minutes approved


Com. Jennifer MacDonald
Oct 14/26
Date

Minutes approved

TBD

Date

Certified by


Roman Braun-Huettner (Village Manager)
2026-10-14
Date