

TOWN OF LUNENBURG
COUNCIL MEETING AGENDA
Tuesday, March 25, 2025 | 6 pm
Lunenburg Town Hall – Council Chamber
120 Townsend Street



NOTICE: Council meetings are open to the public and held in Town Hall. **Please use the back entrance at 120 Townsend Street.**

The public can also watch meetings through Zoom. To livestream this meeting starting at 6 pm, use this Zoom link: <https://us06web.zoom.us/j/88956545878>

Meeting recordings are also available on the Town's [YouTube](#) channel.

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

This meeting takes place in the traditional and ancestral territory of the Mi'kmaq people. We are all Treaty people.

3. ADDITIONS/ DELETIONS TO AGENDA

4. APPROVAL OF AGENDA

4.1 March 25, 2025 Council Meeting Agenda

Recommendation: That Council approve the agenda for the March 25, 2025 meeting as presented.

5. APPROVAL OF MINUTES

5.1 March 11, 2025 Meeting Minutes

Recommendation: That Council approve the March 11, 2025 meeting minutes as presented.

6. PRESENTATIONS

6.1 Presentation: Community Garden Update

6.2 Presentation: We Feed Lunenburg

7. PUBLIC INPUT AND QUESTIONS – 20 MINUTES

- Each person is limited to 3 minutes
- Each person must state their name

- Questions or comments are directed to the Chair
- Comments and questions are open to any municipal matter

8. CORRESPONDENCE

Correspondence items included on the agenda have been submitted for Council's information and do not imply endorsement by the Town. The content of correspondence reflects the views of the author and has not been independently verified. Should Council wish to take action on an item, a motion must be made.

8.1 Budget Request – Lunenburg County Wheels

8.2 Twitter/ X presence – Andrew MacLeod

8.3 Old Fire Hall – Bill Fleming

8.4 Lunenburg County Accessibility and Anti-Racism & Diversity Committee appointments

Recommendation 1: Council appoint Astrid Seidel and Darlene Higgins to the Lunenburg County Anti-Racism and Anti-Discrimination Advisory Committee for three-year terms; Vernon Simms and Caleb Paul Wheeldon for two-year terms; and Violet Cai and Meagan MacDonald for one-year terms.

Recommendation 2: That Council appoint _____ as the Town of Lunenburg Council representative for the Lunenburg County Anti-Racism and Anti-Discrimination Advisory Committee.

Recommendation 3: That Council appoint Lora Church to the Lunenburg County Accessibility Advisory Committee for a three-year term ending September 30, 2027, and to appoint Amy Chrysler to the Lunenburg County Accessibility Advisory Committee for a term ending December 31, 2026.

8.5 2025/26 REMO Operating Budget

Recommendation: That Council approve the Town of Lunenburg's 2025/26 Regional Emergency Management Organization (REMO) contribution in the amount of \$21,633.80, as part of the total REMO budget of \$405,417.06 recommended by the Regional Emergency Management Advisory Committee (Option 3).

8.6 Update on Municipal Disaster Financial Assistance (DFA) Claims

8.7 Mandatory Code of Conduct Training – Municipal Affairs

9. PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS AND APPEALS

10. BUSINESS ARISING AND UNFINISHED BUSINESS

10.1 Lunenburg County Accessibility Plan Regional Recommendations

Recommendation: That Council approve the Lunenburg County Accessibility Plan 2025-2028 as presented.

10.2 Draft Anti-Racism & Diversity Plan

Recommendation: That Council approve the submission of the Draft Anti-Racism & Diversity Plan to the Province of Nova Scotia, with the understanding that the final Plan will be further developed and presented to Council at a future meeting.

11. NEW BUSINESS

11.1 Electric Rate Study

Recommendation: That Council approve and direct the Town of Lunenburg's Electric Utility to submit a rate application to the Nova Scotia Utility and Review Board, requesting an overall electricity rate increase of 16.7%, including an 11.3% increase for Domestic rates.

11.2 Temporary Borrowing Resolution for Public Works Salt Truck

Recommendation 1: That Council approve a Temporary Borrowing Resolution of \$210,735 for the financing of the Public Works Salt Truck #2 for the Spring 2025 Debenture Issue application, per Schedule 1.

Recommendation 2: That Council authorize the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 6.5%, to enable the Town of Lunenburg to secure a debenture of \$210,735, per Schedule 2.

11.3 2024/25 Budget Variance (Capital & Operating) to Jan. 31, 2025 – *Information Report*

11.4 Community Garden Licence Renewal

Recommendation: That Council approve the five-year Community Garden Licence Agreement between the Town of Lunenburg and the Lunenburg Community Network, effective from April 30, 2024, to April 29, 2029, and authorize the Mayor and Chief

Administrative Officer to sign the agreement on behalf of the Town.

12. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

13. ITEMS FOR CONSIDERATION AT COMMITTEE OF THE WHOLE

14. CLOSED SESSION

14.1 Contract Negotiations

14.2 Acquisition, Sale, Lease and Security of Municipal property

Recommendation: That Council move in closed session at _____ to discuss agenda items 14.1 and 14.2 per the Municipal Government Act.

15. ADJOURNMENT

TOWN OF LUNENBURG
COUNCIL MEETING MINUTES

March 11, 2025 | 6 pm

Lunenburg Town Hall – Council Chamber and virtually through Zoom



- Present** Mayor Jamie Myra, Deputy Mayor Rachel Bailey, Councillors Renea Babineau, Debbie Dauphinee, Gale Fullerton, Alex Greek and Alison Strachan
- Also present** Marvin MacDonald, Interim CAO
Tyson Joyce, Director of Public Works
Kathleen Rafuse, Town Accountant
Kayla Byrne, Legislative & Policy Manager
Darin Lamont, CIMA
- Call to Order** The meeting was called to order at 6:00 p.m.
- Land acknowledgment** It was acknowledged that Lunenburg is located in the unceded territory of the Mi'kmaq people.
- Approval of Agenda** Moved and seconded that Council approve the agenda for the March 11, 2025 meeting as presented.
Motion carried unanimously
- Approval of Minutes** Moved and seconded that Council approve the February 25, 2025 meeting minutes as presented.
Motion carried unanimously
- Council Recognition** Council took a moment to recognize the retirement of Cris and Karen Comstock of South Shore Optical.
- Public Input** Chassidy Veinotte addressed Council as the President of the Lunenburg & District Swimming Pool (LDSP) to announce that it will host the 2025 Summer Provincial Swimming Championship from August 15–17. To support the upcoming championship event, she requested that Council consider an in-kind donation by waiving the rental fees for the Community Center as a weather backup venue. It was indicated that a formal request will be sent to Council in the future.
- Correspondence** Council received a letter about provincial statements on inter-provincial trade agreements.

Council received an invitation to join the Organization of World Heritage Cities.

With respect to the annual budget request from the Region 6 Inter-Municipal Committee, Council made the following motion:

Moved and seconded that Council approve the Town of Lunenburg's required municipal contribution of \$3,371 to the 2025-26 Region 6 Solid Waste Management Budget, as outlined in the Region 6 Inter-Municipal Committee Budget.

Motion carried unanimously

Councillors inquired if Region 6 could possibly make a presentation to Council, highlighting their roles and responsibilities.

Electric Utility
Capital Projects

Darin Lamont from CIMA provided a brief overview of this agenda item.

Moved and seconded that Council pre-approve the following Electric Utility Capital Projects for 2025/26 in the amount of \$2,373,000, which includes the 81W-233 Upgrade to Dufferin Street for \$1,721,000 and the new Double Circuit on Green Street for \$652,000.

Motion carried unanimously

Bandstand
Restoration
Project

Moved and seconded that Council pre-approve the Bandstand Restoration Project for the Town's 2025/26 Capital Budget for the amount of \$345,000 (including net HST) with funding from Capital Reserves.

Motion carried unanimously

LBOT Lease
Renewal

Moved and seconded that Council authorize the Town to enter into a five-year lease agreement with the Lunenburg Board of Trade (LBOT), as presented, for the tourist bureau and campground on Blockhouse Hill.

Moved and seconded that Council amend the presented motion to enter into a 10-year lease rather than a five-year lease and that the motion now reads: That Council authorize the Town to enter into a five-year lease agreement with the Lunenburg Board of Trade (LBOT), as presented, for the tourist bureau and campground on Blockhouse Hill.

FOR
6 Councillors

AGAINST
1 Councillor (Councillor Fullerton)

Motion carried

Notices of Motion, Information Requests and Councillor Reports

Councillor Strachan presented the following motion, which had received notice at the February 25, 2025 Council meeting:

Moved and seconded that Council direct staff to explore an application to the Parks Canada Historic Sites and Monuments Board of Canada for review of the National Historic Site designation, and that a report on a possible application be presented at a future meeting.

Motion carried unanimously

Councillor Dauphinee provided an overview of the Lunenburg County Senior Safety Program after attending their first meeting. Pamphlets were made available to attendees, and additional copies were offered. One specific initiative highlighted was the Senior Friendly Program, which helps businesses and organizations become more age-friendly.

Councillor Strachan provided updates on their recent committee work, highlighting participation in board governance training, budget reviews, and cultural initiatives. They attended meetings for the South Shore Public Libraries, Lunenburg Cultural Collective, Lunenburg Academy Foundation, and the Cultural Tourism Working Group, noting progress on cultural events and a sustainable tourism report. Councillor Strachan also attended an International Women’s Day event.

Councillor Fullerton also participated in the Cultural Tourism Working Group engagement sessions and attended an International Women’s Day event.

Closed Session

Moved and seconded that Council move in closed session at 6:48 p.m. to discuss agenda items 14.1 and 14.2 per the Municipal Government Act.

Motion carried unanimously

Adjournment

Council reverted to public session at 8:38 p.m.

There being no further business, the regular meeting of March 11, 2025 was adjourned at 8:39 p.m.

The minutes were read and approved.

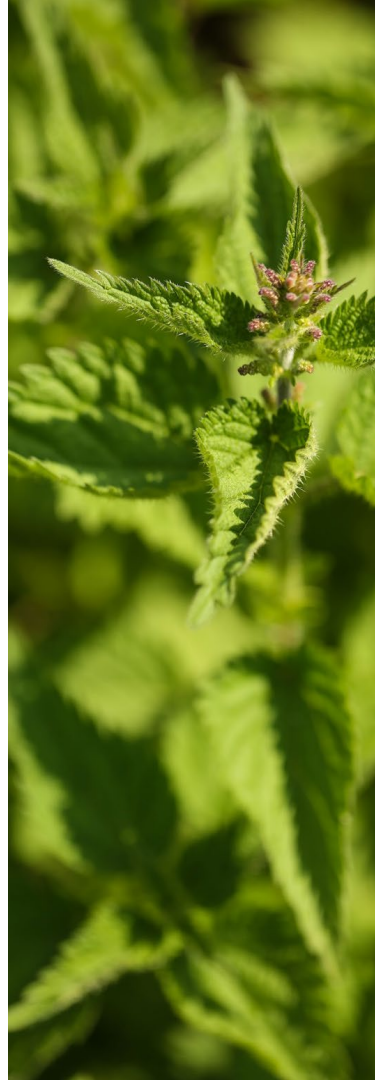
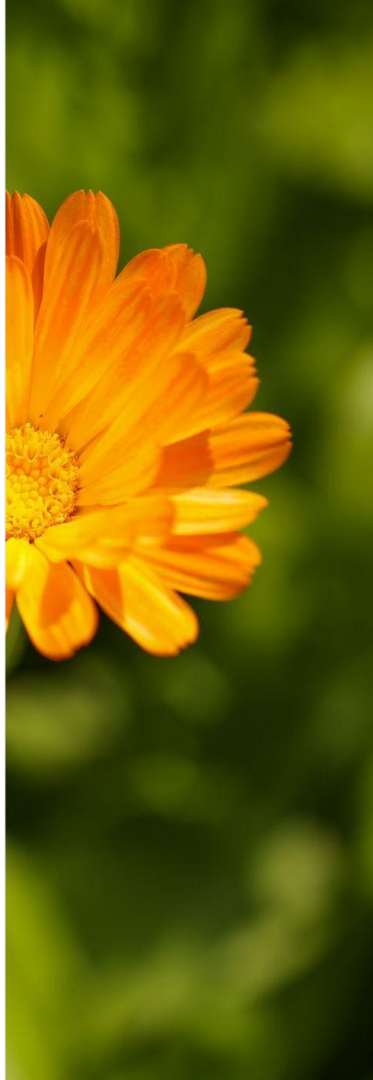


LUNENBURG
**COMMUNITY
GARDEN**



Our Vision

The Lunenburg Community Garden (LCG) is a community project that seeks to create an inclusive and sustainable green space in the heart of Lunenburg, where all members of our community are welcome to gather, share and celebrate the simple act of growing and eating healthy food.



Background


Established in 2013 (first growing season 2014)

Volunteer-run and maintained

20 individual garden plots, plus additional community beds

Home to a thriving living willow dome



A woman in a dark jacket and glasses is watering a garden plot with a hose. The water is spraying out, creating a misty effect. In the background, there is a large, multi-story building with several towers and a central bell tower. The scene is set outdoors, likely on a rooftop or balcony, with wooden planters visible in the foreground. The lighting is bright, suggesting a sunny day.

Plots are leased,
planted, and cared
for by community
members!

Last summer we celebrated our 10 year anniversary!

We had a huge turn out, with the community showing up to enjoy live music, fresh veggies and cake.





The Future of the Garden

Upkeep:

- Rebuilding gardening boxes
- Rebuilding compost bins
- Regular maintenance (weeding, willow trimming, lawn mowing, etc.)

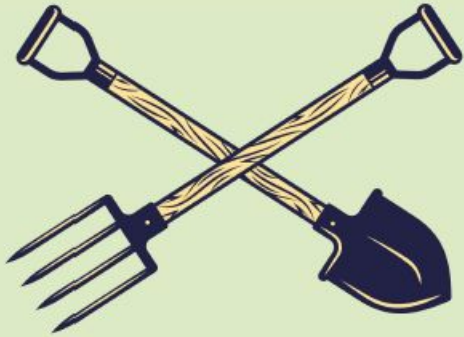
Growth ideas:

- Deer Fence
- Tool Shed

Thank you for your
continued support
of our garden!

We look forward to
many more years
of growing.





We Feed
Lunenburg

Lunenburg Community **FOOD PANTRY**

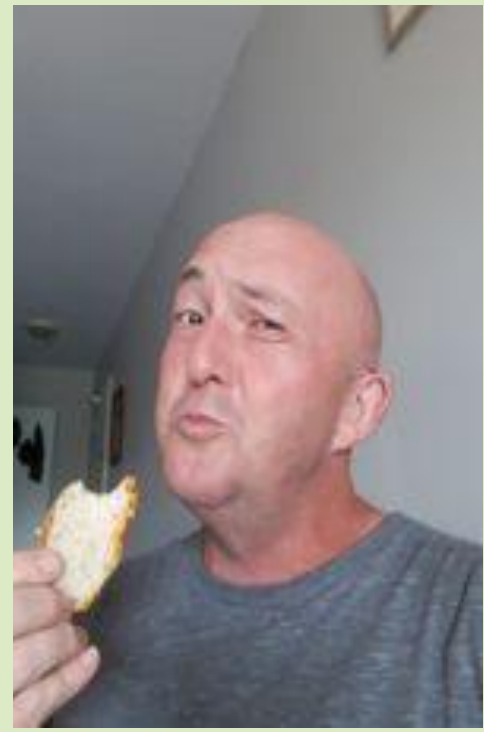
*Building a self-sufficient community to
provide for those in need 24/7*

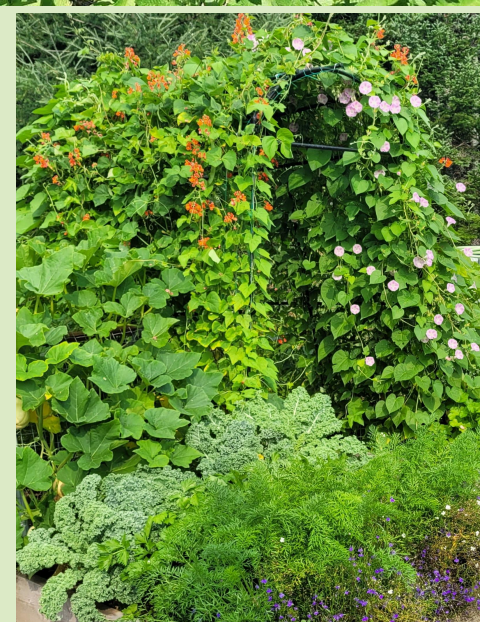
David Jarvis MBE

Give what you can, take what you need





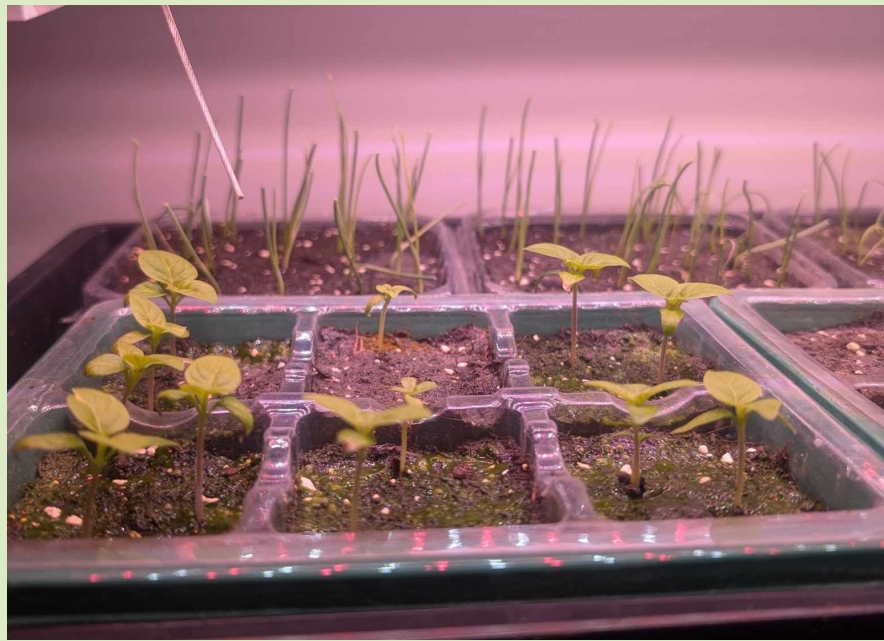




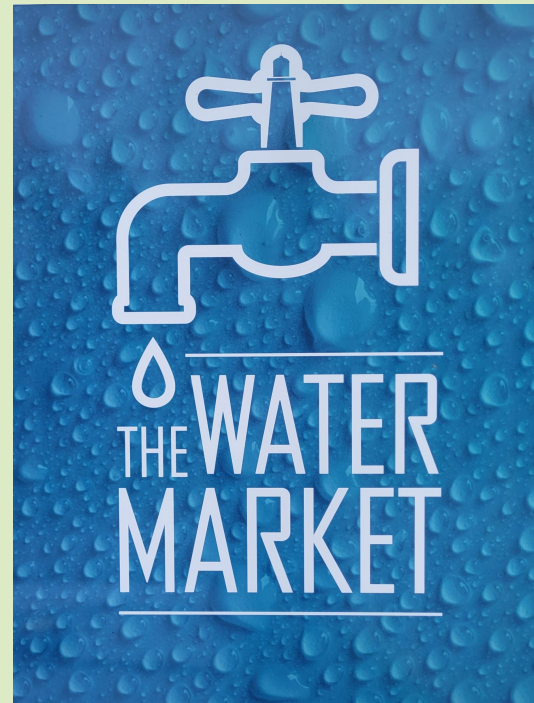




Plant	Company	Start Date	Plant medium	Maturity (days)	planted	Expected/Actual Germination time	Germinated	Notes	Cut Off
Feb									
Chilli (Carolina Reaper)	Four Italian	16th Feb start indoors	Mini Propagator under lights	90	15	7-14 / 6	12 80%	15 seeds in packet	
Chilli (Bishop Crown)	Olter Italian	16th Feb start indoors	Mini Propagator under lights	90	16	10-20 / 6	12 75%	16 seeds in packet	
Leek (Monstrous Carentan)	McKenzie	16th Feb start indoors	1004 trays under lights	115	24	10-14 / 5	5 21%	binned due to poor germination	3rd Mar
Chilli (Naga Morich)	Four Italian	17th Feb start indoors	Mini Propagator under lights	90	19	7-14 / 8	19 100%	19 seeds in packet	
Chilli (Red Scorpion)	Four Italian	17th Feb start indoors	Mini Propagator under lights	90	8	7-14 /	0%	binned due to poor germination	4th mar
Chilli (Hot Cherry)	Four Italian	17th Feb start indoors	Mini Propagator under lights	90	18	7-14 /	0%	binned due to poor germination	4th Mar
Onion (Ailsa Craig)	Wilco	17th Feb start indoors	4 small plastic tray (25 per tray)	145	100	14-21 / 5	85 85%	250 seeds in packet	
Onion (Bedfordshire Champion)	Wilco	18th Feb start indoors	3 trays 2x25 and 1x30	145	80	14-28 /	1 1%	250 seeds in packet	18th Mar
Onion (Sweet Spanish Utah)	OSC	18th Feb start indoors	2 small plastic tray (25 per tray)	110	50	14-21 / 7	2 4%	150 seeds in packet	11th Mar
Onion (Red Wethersfield)	McKenzie	22nd Feb start indoors	Small blue plastic tray	145	30	12-14 / 4	20 67%	100 seeds in packet	
Rosemary	McKenzie	25th Feb start indoors	Mini Propagator under lights	85	16	7-28 /	0%	16 remaining from last year	25th Mar
Rosemary	Johnson	25th Feb start indoors	Mini Propagator under lights	85	18	21-35 /	0%	39 remaining from last year	2nd Apr
Leek (Malabar)	Mr Fothergills	27th Feb start indoors	Larger plastic tray under lights	105	35	7-14 / 5	2 6%	125 seeds in packet	13th Mar
Onion (Walla Walla)	Burpee	27th Feb start indoors	Small blue plastic tray	120	25	7-14 / 4	14 56%	100 seeds in packet (approx)	
Mar									
Pansy (show swiss giant)	McKenzie	1st Mar start indoors	Surface sow in tray, keep dark	70-80	32	14-21 /	0%	120 seeds in packet	25th Mar
Celery (Utah)	McKenzie	2nd Mar start indoors	Small plastic tray (sprinkle 40?)	100	40	20-30 /	0%	soak seeds in warm water for 24 hrs	5th Apr
Celery (Greensleeves)	Mr Fothergills	2nd Mar start indoors	Small plastic tray 20	84	20	21 /	0%	soak seeds in warm water for 24 hrs	25th Mar
Onion (Ailsa Craig)	Wilco	3rd Mar start indoors	2 x Small plastic tray	145	50	14-21 /	0%	250 seeds in packet	
Onion (Bedfordshire Champion)	Wilco	4th Mar start indoors	1004 trays under lights / small trays	145		14-28 /			
Onion (Sweet Spanish Utah)	OSC	4th Mar start indoors	1004 trays under lights / small trays	110		14-21 /			
Leek (Monstrous Carentan)	McKenzie	5th Mar start indoors	1004 trays under lights	115		10-14 /			
6th Mar -10 Weeks before Last Frost									
Chilli (Hot Portugal)	Incredible Seed Co	6th Mar start indoors		70		7-30 /		13 seeds remaining from last year	
Chilli (Red Habanero)	Incredible Seed Co	6th Mar start indoors		85		6-30 /		21 remaining from last year	
Chilli (Cayenne)	OSC	6th Mar start indoors	LV propagator 1 row, 2 seeds per slot	70		7-14 /		26 remaining from 2 years ago	
Chilli (Tabasco)	Incredible Seed Co	6th Mar start indoors		90		6-30 /		14 remaining from last year	
Pansy (show swiss giant)	McKenzie	check	in dark downstairs						
Spinach (Giant Noble)	McKenzie	8th Mar start indoors	Mini Propagator under lights	45		7-21 /			
Spinach (Perpetual)	OSC	8th Mar start indoors	Mini Propagator under lights	55		7-21 /			
Kale (Red and White Russian)	McKenzie	12th Mar start indoors	Mini Propagator under lights	50-60		10-14 /			
Kale (Siberian)	McKenzie	12th Mar start indoors	Mini Propagator under lights	50-60		10-14 /			



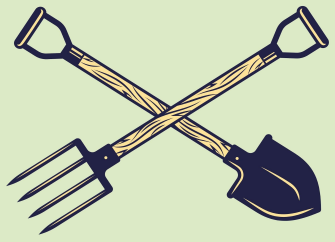




On average, ***every month*** our wonderful community provides the following items for those in need 24/7 365 days a year.

350 pre-cooked frozen meals
120 loaves of bread
120 ramen and 120 KD
180 packets of pasta and 180 pasta sauces
60 bags of rice and 60 cans of evaporated milk
240 cans or packets of soup
300 proteins (tuna, chicken, ham, corned beef, luncheon meat)
240 juice boxes and 260 tins or packets of fruit
400 tins of veg, lentils, chopped tomatoes or beans
180 packets of crackers
60 boxes of breakfast cereal
120 rolls of toilet tissue and 60 boxes of tissues
60 tubes of toothpaste and toothbrushes
60 bars of soap and 60 bottles of dish detergent
60 bottles of cooking oil
250 pieces of fresh fruit, potatoes, carrots, beets, cabbages, onions, instant coffee, tea bags, cookies, energy bars, kids treats, nappies, ladies' personal items, gluten free baked items, pet food and eggs

Give what you can, take what you need



We Feed
Lunenburg

Lunenburg Community Food Hub

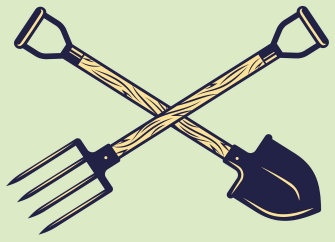


View of New Hub from Victoria Road



"Give What You Can, Take What You Need"

Give what you can, take what you need



We Feed
Lunenburg

Lunenburg Community Food Hub

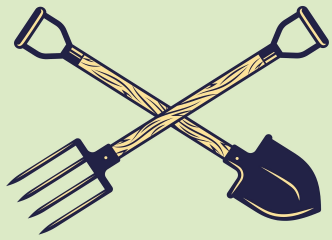


Self-service Shopping and Volunteer Counter



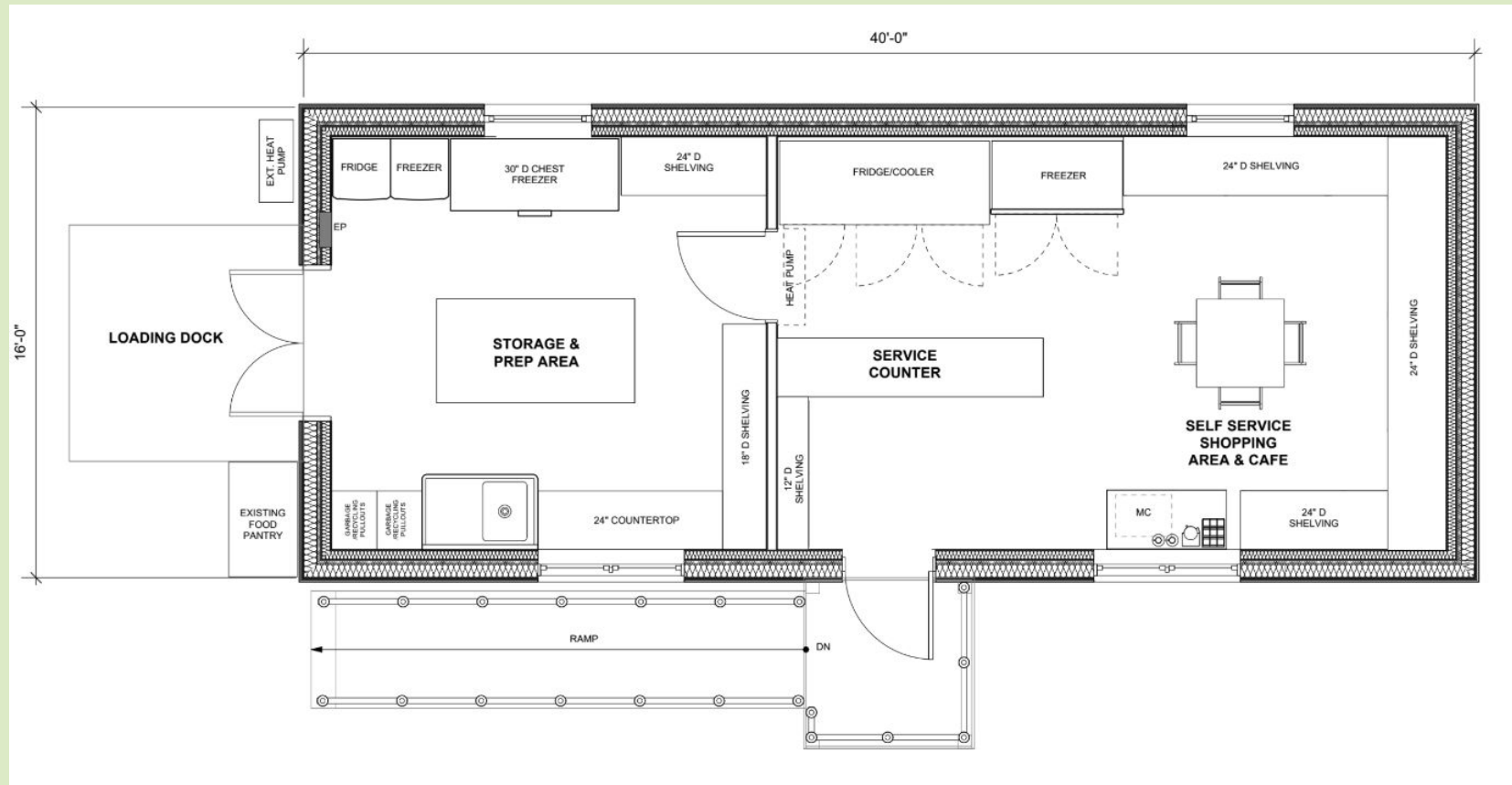
Loading Doors to Sorting/Prep Area for Volunteers

Give what you can, take what you need



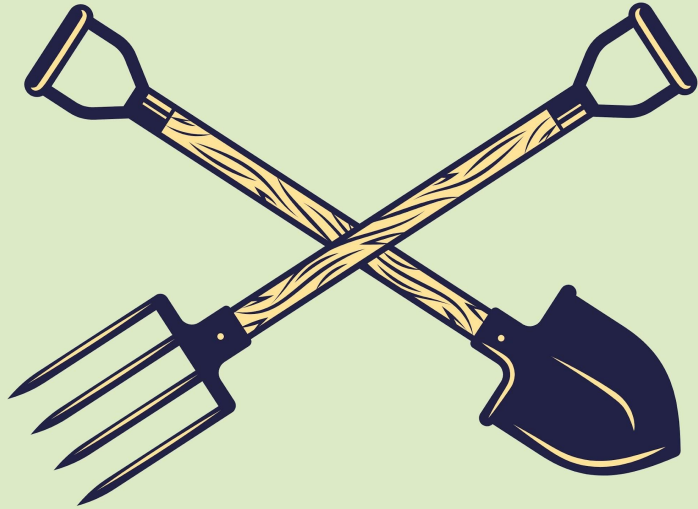
We Feed
Lunenburg

Lunenburg Community Food Hub



Give what you can, take what you need

Questions ?



We Feed
Lunenburg



Give what you can, take what you need



www.wefeedlunenburg.org

Mayor and Council
Town of Lunenburg
119 Cumberland Street
P.O. Box 129
Lunenburg, N.S.,BOJ 2CO
Attn : Municipal Clerk

Lunenburg County Wheels
210 Aberdeen Road,Unit 140
Bridgewater,N.S. B4V 4C8
March 6,2025

Mayor Myra and Councillors,

As a follow up to our council presentation on January 14,2025 we are writing to you to request a grant for the Fiscal Year 2025-2026 of \$10,000 which is the same amount that you gave to us for the last fiscal year.Without the generosity of the four municipal units we would not be able to offer the Transportation Service that we feel is needed in this part of Lunenburg County and continues to grow.

Thanking you in advance,
Jerome Tanner,President,
Lunenburg County Wheels

From: [Andrew MacLeod](#)
To: [Jamie Myra](#); [Rachel Bailey](#); [Renea Babineau](#); [Debbie Dauphinee](#); [Gale Fullerton](#); [Alex Greek](#); [Alison Strachan](#)
Cc: [Kayla Byrne](#)
Subject: Town of Lunenburg's Twitter Presence
Date: March 6, 2025 9:32:10 AM

CAUTION: THIS IS AN EXTERNAL MAIL

Mayor Myra and Council

I see that the Town of Lunenburg still maintains an active account on Twitter/X. This site is owned by Elon Musk, a man who has used it to platform neo-nazis, has given public Nazi salutes, and has bankrolled the American president who has launched an unprovoked economic war on Canada and has publicly stated his desire to fully annex us. I do not believe that it is tenable for Lunenburg to continue to lend its good name to such a site. Indeed, there is a newer platform that would much better suit Lunenburg's needs, which is Bluesky.

I would hope that you agree that it is time for Lunenburg to delete its account and stop supporting what has become a Nazi-owned hate site run by a man who is helping to attack Canada.

Thank you
Andrew MacLeod

To: Mayor Jamie Myra and the Lunenburg Town Council

From: Bill Fleming



RE: The Old Firehall

Your Worship and Council Members,

Lunenburg is home to many artists, both professional and amateur. While some work alone, some are members of collectives and groups. Many of these groups do not have a place to meet or work. I have spoken to members of the weavers who no longer have a studio space. I met with a group of photographers that would like to set up a studio and darkroom in town. A printmaker who would like to set up a collective here- if there was a space. The old Firehall could be that space.

The Nova Scotia School of Art and Design did have a studio in the firehall up until a few years ago, they school liked that satellite studio and was sad to no longer have a presence in Lunenburg. The space lends itself well to these sort of uses.

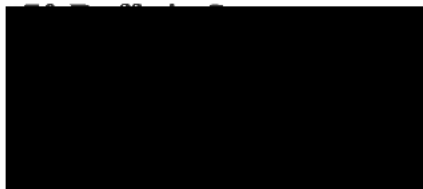
It would be great to see the building used for community purposes. As the building is in the heart of old town, part the UNESCO heritage district, it should be used for the benefit of the community. Would Lunenburg be open to allow the firehall to be used as a community arts resource?

If the town is open to consider this, we could collect the interested parties and discuss how the building could be used. I would be happy to present this proposal at a council meeting and answer any questions that you might have.

Yours sincerely,

A handwritten signature in black ink that reads "Bill Fleming".

Bill Fleming





Lunenburg County Anti-Racism and Anti-Discrimination Advisory Committee (ARADAC)
Lunenburg County Accessibility Advisory Committee (LCAAC)

March 5, 2025

Municipal Councils of:

Town of Mahone Bay

Town of Bridgewater

Town of Lunenburg

Municipality of the District of Chester

Municipality of the District of Lunenburg

RE: Appointment of Lunenburg County Anti-Racism and Anti-Discrimination Advisory Committee and Lunenburg County Accessibility Advisory Committee Community Members

Dear Members of Council,

The Lunenburg County Anti-Racism and Anti-Discrimination Advisory Committee (ARADAC) requires appointments to fill all six community member positions.

The Lunenburg County Accessibility Advisory Committee (LCAAC) currently has two vacancies for community members.

On March 5, 2025, the meeting of the Mayors and Wardens of the five Lunenburg County municipalities (or their designates) reviewed the applications received from the public call for volunteers and makes the following recommendation to the five Municipal Councils in Lunenburg County:

Lunenburg County Anti-Racism and Anti-Discrimination Advisory Committee:

1. To appoint Astrid Seidel and Darlene Higgins to the Lunenburg County Anti-Racism and Anti-Discrimination Advisory Committee for three-year terms.
2. To appoint Vernon Simms and Caleb Paul Wheeldon to the Lunenburg County Anti-Racism and Anti-Discrimination Advisory Committee for a two-year term.
3. To appoint Violet Cai and Meagan MacDonald to the Lunenburg County Anti-Racism and Anti-Discrimination Advisory Committee for a one-year term.

They also make the recommendation that councils direct staff to update the ARADAC Terms of Reference in order to appoint a non-voting member.

Lunenburg County Accessibility Advisory Committee:

1. To appoint Lora Church to the Lunenburg County Accessibility Advisory Committee for a three-year term ending September 30, 2027, and to appoint Amy Chrysler to the Lunenburg County Accessibility Advisory Committee for a term ending December 31, 2026.

With regards,

Gem Roberts, Regional Anti-Racism and Diversity Coordinator

Ellen Johnson, Regional Accessibility Coordinator



Municipality of the District of Lunenburg

10 Allée Champlain Drive, Cookville, Nova Scotia, Canada, B4V 9E4

Administration

Phone: 902.543.8181 Fax: 902.543.7123 Web Site: www.modl.ca

March 17, 2025

Mayor Jamie Myra & Council
Town of Lunenburg
119 Cumberland St PO Box 129
Lunenburg NS B0J 2C0

Dear Mayor Myra:

RE: 2025/26 REMO Operating Budget

At the March 12, 2025, Regional Emergency Management Organization (REMO) Advisory Committee meeting, the Committee passed the following motion:

“that the Regional Emergency Management Advisory Committee recommends a total 2025/26 representing Option 3 of the budget of \$405,417.06 to partner Municipal Units for approval.”

Please find attached the recommended Operating Budget for REMO for the fiscal year 2025/26, indicating the Town of Lunenburg's share of \$21,633.80. Please note there is no Capital Budget for the fiscal year 2025/26.

Please forward this budget to your Council for consideration and approval. Once approved, please forward a copy of Council's motion approving the budget to Angela Henhoeffler, REMO Manager to angela.henhoeffler@LunenburgREMO.ca.

Sincerely,

Tom MacEwan
Chief Administrative Officer

Attachment

cc: Angela Henhoeffler, REMO

2025-26 REMO Budget DRAFT

	Option 1: Status Quo Enhanced - Manager in MODL, EMC in Chester Working Regionally		Option 2: 1 Manager, 3 EMCs (Chester, MODL, shared with Towns)		
	Total	Change from Last Year Core Budget	Total	Change from Last Year Core Budget	
TRAINING/ TRAVEL					
01-2250000-140	TRAVEL	7,000.00	1,000.00	12,000.00	6,000.00
01-2250000-141	STAFF CONFERENCE/TRAINING/PROFESSIONAL DEVELOP ECC TRAINING (ICS, ECC, 2 Be Ready, Evacuation, SOLE, Scribe, section specific) (EST \$1,000/COURSE)	8,000.00	0.00	13,000.00	5,000.00
		9,000.00	(1,000.00)	9,000.00	(1,000.00)
01-2250000-249	MOCK EXERCISES	6,500.00	1,500.00	6,500.00	1,500.00
01-2250001-201	SUPPLIES - FIELD SUPPLIES (ECC)	3,000.00	(2,000.00)	3,000.00	(2,000.00)
	TOTAL TRAINING/ TRAVEL	33,500.00	(500.00)	43,500.00	9,500.00
ADMINISTRATION					
01-2250000-119	REMO-HONORARIUM	197,482.00	(3,918.00)	336,646.00	135,246.00
01-2250000-129	REMO-BENEFITS	43,500.00	4,762.00	85,300.00	46,562.00
01-2250000-201	OFFICE EXPENSES (REMO)	7,200.00	(6,800.00)	21,200.00	7,200.00
01-2250000-210	ADMINISTRATION-INSURANCE	1,700.00	0.00	1,700.00	0.00
01-2250000-225	RADIO EQUIPMENT	3,400.00	0.00	3,400.00	0.00
01-2250000-226	OTHER EQUIPMENT	5,000.00	(16,500.00)	5,000.00	(16,500.00)
01-2250000-230	TELEPHONE-LOCAL SERVICE	4,520.00	4,520.00	4,520.00	4,520.00
01-2250000-231	CELLULAR PHONE (REMO)	4,000.00	(3,180.00)	7,000.00	(180.00)
01-2250000-239	TELEPHONE-INTERNET SERVICES	5,400.00	2,000.00	5,400.00	2,000.00
01-225-0005-230	TELEPHONE-EMO INFO LINE	156.00	156.00	156.00	156.00
01-2250000-235	ADVERTISING-GENERAL	10,000.00	(6,000.00)	10,000.00	(6,000.00)
01-2250000-236	ADMINISTRATION-ACCOUNTING	1,000.00	0.00	1,000.00	0.00
01-2250000-248	ADMINISTRATION-RENTAL	1,300.00	0.00	1,300.00	0.00
01-2250000-254	LICENSE FEES	5,200.00	3,400.00	5,200.00	3,400.00
01-2250001-236	ADMINISTRATION-CLERICAL	3,500.00	0.00	3,500.00	0.00
	TOTAL ADMINISTRATION	293,358.00	(21,560.00)	491,322.00	176,404.00
PROJECTS					
01-2250000-272	WEBSITE	2,700.00	200.00	2,700.00	200.00
01-2250000-290	SPECIAL PROJECTS	5,000.00	(20,000.00)	5,000.00	(20,000.00)
01-2250001-235	ADVERTISING-SPECIAL	15,000.00	5,000.00	8,000.00	(2,000.00)
	TOTAL PROJECTS	22,700.00	(14,800.00)	15,700.00	(21,800.00)
GRANTS & CONTINGENCY					
01-2250006-295	GROUND SEARCH & RESCUE GRANT	10,000.00	0.00	10,000.00	0.00
01-2250000-299	CONTINGENCY	16,000.00	2,000.00	16,000.00	2,000.00
	TOTAL GRANTS & CONTINGENCY	26,000.00	2,000.00	26,000.00	2,000.00
	TOTAL REMO BUDGET	375,558.00	(34,860.00)	576,522.00	166,104.00

REMO 2025-26 Budget

Regarding the Chester EMC position and 0.33 allocation to REMO

- This scenario would involve the Municipality of Chester hiring a full-time Local Emergency Coordinator, who would be housed within the Municipality of Chester.
- 33% of the cost for this position (equivalent to 12 hours per week) would be billed back to REMO. The responsibilities during these 12 hours would be directed by Angela and would align with the duties of the Emergency Management Coordinator position.
- The remaining 23 hours per week would be directed by the MOC CAO/Deputy CAO and would be a member of the Corporate & Strategic Management Department team.
- In the event of an emergency, this staff member would be required to participate as part of the REMO activation team. If the staff person is called upon to be part of the REMO activation team and, for example, works 35 hours in a week during a prolonged emergency, REMO would not be required to pay MOC for the hours above the 12 hours per week that are assigned to REMO (in a non-emergency capacity). REMO would take the lead during emergencies within the Municipality of Chester, just as it does for emergencies in the other participating units. This position would serve as an additional Emergency Management Coordinator, reporting to REMO during an event and providing extra support. During activations, the role would function in the same manner as the Emergency Management Coordinator, following the same structure.
- This position is in addition to the staff commitments outlined in the current inter-municipal emergency services agreement and is not intended to replace the Assistant Emergency Coordinator position or the Chief Administrative Officer/Manager's role for the Municipality of Chester.



**Emergency Management
Office of the Minister**

One Government Place, 1700 Granville Street, Halifax, Nova Scotia, Canada B3J 1X5 • Telephone 902-424-5550 Fax 902-424-0581 • Minister.EmergencyManagement@novascotia.ca

March 13, 2025

VIA EMAIL

To: Mayors, CAOs and Wardens

RE: Update on Municipal Disaster Financial Assistance (DFA) Claims

I am writing to provide an update regarding the processing of Municipal Disaster Financial Assistance (DFA) claims. As you know, Nova Scotia has been through an unprecedented series of emergency events in recent years, both in their number and scale. Unfortunately, this trend can be observed across Canada. We received a large volume of claims for these events, and prioritized processing those from individuals. Now that we are nearing completion of those requests, we can shift our focus to municipal claims. We understand these claims are currently in various stages of completion and submission to the province.

To help advance this important work, the Department of Emergency Management will contract an external accounting agency to assist municipalities to complete both the compilation of claims, our review of them and their submission to the federal government. Working with you, we plan to compile and review DFA claims your municipality has during the upcoming 2025-26 fiscal year including those arising from the February 2024 snow event which impacted large areas of Cape Breton Island and northern Nova Scotia.

We believe that by working together, and supported by external resources, we can complete the tasks required to submit the municipal DFA claims to the federal government for payment. We recognize that awaiting final settlement of these claims can become a financial pressure for your municipalities. As we have done in several cases, we can meet to review the claims and determine, with ministerial approval, if a portion of the funding can be advanced pending final settlement.

We will remain in contact on this matter as part of our regular emergency management discussions and please contact us in the interim to discuss questions you may have.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kim Masland".

Hon. Kim Masland
Minister of Emergency Management



**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

March 19, 2025

Dear Mayors, Wardens and Chairs:

I am writing to update you about the progress related to the mandatory Code of Conduct (Code) training for all local elected officials in Nova Scotia.

As you are aware, in December, all municipalities and villages adopted the provincial Code of Conduct. I would be remiss in not recognizing the hard work and commitment from councils and commissions that have been put forth in this effort.

The Nova Scotia Federation of Municipalities (NSFM) is leading the design, development and delivery of the training. To support elected officials in understanding the requirements under the Code, the NSFM organized in-person training sessions across the province and created an online training module that must be completed by all elected officials. For more information about the online training module please visit the NSFM website at <https://nsfm.ca/municipal-code-of-conduct-in-person-training-sessions.html>

The Code regulations will be amended on April 1, 2025, to make this online training mandatory. Following the recommendation from the Code of Conduct Working Group, this online training must be completed within 30 days. The regulations will also require that any newly elected official must complete this training within 30 days of being elected. A failure to complete the training within this timeframe will be considered a breach of the Code.

The Code framework and training module are based on the recommendations put forth by the Working Group. As with any new framework, time and experience will be instrumental in its evaluation.

I would also like to mention that the Association of Municipal Administrators of Nova Scotia (AMANS) has developed a list of qualified individuals whom municipalities and villages may appoint as Code investigators. The list can be found on their website at <https://amans.ca/amans-qualified-list-of-investigators-municipal-code-of-conduct.html>.

Mayors, Wardens and Chairs
Page 2

In closing, I would like to extend my appreciation to both the NSFM and AMANS for their collaborative efforts and leadership in the implementation of the Code. This initiative is an example of how we can collectively foster a positive environment and enhance accountability around council tables.

Sincerely,



Honourable John Loh
Minister of Municipal Affairs

c: Chief Administrative Officers
Village Clerk Treasurers
Juanita Spencer, Chief Executive Officer, NSFM
David Campbell, Executive Director, AMANS

Subject: Lunenburg County Accessibility Plan 2025-2028
From: Ellen Johnson, Regional Accessibility Coordinator
Date: March 4, 2025 – COTW
March 25, 2025 – Council



Recommendation

To approve the Lunenburg County Accessibility Plan 2025-2028 as recommended by the Lunenburg County Accessibility Advisory Committee.

Alternatives

1. Request modifications to the plan and refer it back to the LCAAC for feedback.
2. Request additional information and defer the decision.
3. Deny this request.

Background

Nova Scotia's Accessibility Act was passed in 2017 and provides the framework for how the province intends to create an accessible province by 2030. Under the Act, municipalities are required to have an Accessibility Advisory Committee and to create an Accessibility Plan. The five municipalities in Lunenburg County agreed to approach these obligations as a region. They created the Lunenburg County Accessibility Advisory Committee (LCAAC) in 2019 and the Lunenburg County Accessibility Plan in 2021. It is also required under the Act to update the Accessibility Plan. The update is due on April 1, 2025.

Discussion

The Lunenburg County Accessibility Plan 2025-2028 is an update of the original 2021 accessibility plan and is the result of consultation with municipal staff, the LCAAC, and the public as well as research into promising and best practices related to accessibility and equity, diversity and inclusion.

The plan updates the previous plan content and adds specific actions that the five municipalities will address collaboratively over the next three years. It also indicates several next steps, one of which is for each municipal unit to create and make public an individual plan with actions intended to address barriers to accessibility.

This plan has been reviewed by the LCAAC. The LCAAC's role is to provide advice to the municipalities on matters related to accessibility and is made up of a minimum of 50% persons with disabilities or representatives of organizations representing persons with disabilities in Lunenburg County. At their March 5, 2025, meeting, the LCAAC recommended that the five municipalities in Lunenburg County adopt the Lunenburg County Accessibility Plan 2025-2028.

This will fulfill the obligation to produce an updated accessibility plan under the Act and guide work related to accessibility across the region.

It is relevant to note that Nova Scotia's Dismantling Racism and Hate Act (2022) also requires a municipal plan, which is in progress. This Act is relevant to all people in Nova Scotia who are members of underserved and underrepresented groups, including persons with disabilities. There are opportunities to combine efforts to support achieving goals under both Acts, which is reflected in some of the regional actions in the accessibility plan.

Responsibilities to complete the actions in this plan will ultimately lie with the municipalities and be supported by the Regional Accessibility Coordinator and, in some cases where actions overlap with broader EDIA efforts, the Regional Anti-Racism and Diversity Coordinator.

Relevant Legislation

Accessibility Act (2017)

Dismantling Racism and Hate Act (2022)

Human Rights Act (2014)

Financial

The joint accessibility budget draft has been submitted to the five municipal units for review as part of the 2025-2026 fiscal year and consideration for future years will be developed collaboratively.

Communications

Consultation with the community to support development of the accessibility plan took place between September 2024 and February 2025. A survey was conducted online with 28 respondents and 11 in-person drop-in sessions took place, most of them jointly exploring EDI issues in the community. There were more than 80 people engaged during these sessions.

Communication with the public in future is indicated in the plan and will include:

- Public sharing of this plan and the resulting individual municipal accessibility actions
- An annual progress report to the public
- Ongoing public engagement sessions throughout each year to ensure consistent feedback to and from community is maintained

Attachments

- Lunenburg County Accessibility Plan 2025-2028

Lunenburg County Accessibility Plan

~~Perfection~~
progress

2025-2028

Submitted to the Province of Nova Scotia on April 1, 2025



Acknowledgements

First, we acknowledge the Mi'kmaq, the First People of this land they've nurtured, that experienced the first and continuous inequities. As we acknowledge the Peace and Friendship Treaties signed, we recognize that as we do this work as Treaty People, we have a responsibility to intentionally, thoughtfully, and deeply engage to move forward this work of truth, reconciliation, diversity, equity and inclusion.

Often in the presence of inequity lies resilience. We acknowledge the resilient African Nova Scotian community we also serve, that has been in Nova Scotia for over 400 years. We not only honor and offer gratitude to those ancestors of African descent who came before us to this land but also continue to work to dismantle the centuries long hate and racism that has shaped present day inequities. We acknowledge that, to do this work and move forward, one must acknowledge true history, which is often unwritten. So, we continuously work towards respectfully engaging with and hearing the experiences of the descendants of these communities.

We acknowledge that we work in affirmation that accessibility is a human right. We also recognize that barriers to accessibility are greater for people who are typically marginalized in our society.

Introduction

The five municipalities in Lunenburg County are working together to improve and develop equity within our region. The five municipalities include: Municipality of Chester (including the Village of Chester), Municipality of the District of Lunenburg (including the Village of Hebbville), Town of Bridgewater, Town of Lunenburg, and Town of Mahone Bay.

Background

In 2021, we worked with the Lunenburg County Accessibility Advisory Committee to develop the Lunenburg County Accessibility Plan. The plan outlined the overarching commitments for improving accessibility in all of Lunenburg County and some of the actions we would take to reach those commitments.

Objective

We know that inclusive communities are stronger communities and we are committed to working individually and as a region to make our municipal programs, services, initiatives and facilities more accessible, equitable and inclusive.

This plan looks ahead to the next three years (April 2025-March 2028). The Accessibility Plan updates information from the first plan and outlines specific actions we will take to help us reach our long-term goals.

Provincial Legislation

Under the Accessibility Act (2017), we must update the Lunenburg County Accessibility Plan. The focus is development of a plan that will identify and address barriers to access in public policies, programs and services.

Key strategies

We commit to taking actions to encourage a culture of equity in our organizations and communities. We believe in supporting staff, Councils, and the people in our communities to not only become aware of inequities but become educated and equipped on how to remove and prevent barriers, while creating a culture of continuous learning.

Note: We recognize that language around equity work is always evolving and that people have different preferences about how to describe themselves. Although we intend to be respectful and inclusive, we know our language choices may not fit for everyone. If you have feedback about our choices, please let us know.

What We Believe

The first Lunenburg County Accessibility Plan was created using some key principles. We have continued to use and add to the list of these principles as we do our work around equity development. We plan to use them as we implement the 2025-2028 Lunenburg County Accessibility Plan.

1

Equitable Access

Working towards equitable access for everyone in our community means that every person has access to opportunities and is treated fairly. Equitable access means understanding that a person's individual circumstances will impact what barriers they might face and what we can do to remove those barriers. Creating equity doesn't mean treating everyone the same.

2

First Voice

It is essential to include first voice perspectives of people who have lived experience in our work. That means hearing first voice perspectives on our plans, the work we have already done, and our decision-making processes.

It also means working to make our processes more accessible and equitable so we hear from persons from equity deserving groups about all our work, not only related to Equity, Diversity, Inclusion and Accessibility (EDIA). This work is a lens to all the work, not its own separate project.

3

Flexibility

We know that things change and that we need to be flexible to respond to changes. Various Acts and Standards will come into effect and legislation may change in the coming years. Things like technology and world occurrences will also change. We understand that this plan must be flexible to make sure we can respond to these changes, take advantage of opportunities and respond to the emerging needs of community. We consider this plan to be a living document.

4

Collaboration

It is essential to continue to collaborate with other municipal units, the regional committees, organizations at the provincial level, and community partners to advance this plan and work towards a community of belonging.

5

Intersectionality

We know that people have multiple identities and that can mean they face multiple barriers to feeling belonging in our communities. These might be related to cultural or ethnic background, gender, disability, sexuality, or other identities people may have. When these identities overlap, it can magnify the impact of the barriers that person faces overall. We must consider intersectionality and align our plans with broader equity, diversity and inclusion work.

Glossary of Terms

We recognize that language around equity work is always evolving and that people have different preferences about how to describe themselves. Although we intend to be respectful and inclusive, we know our language choices may not fit for everyone. If you have feedback about our choices, please let us know.



Glossary of Terms

Accessibility Act (2017): The provincial law enacted to achieve accessibility by preventing and removing barriers for people with disabilities. The law defines the role and responsibilities of the Accessibility Directorate and the Accessibility Advisory Board, and addresses standards, compliance, and enforcement.

(nslegislature.ca/sites/default/files/legc/statutes/accessibility.pdf)

Accessibility Lens: An Accessibility Lens is a tool for identifying and clarifying issues affecting persons with disabilities used by policy developers and analysts to assess and address the impact of all initiatives (policies, programs or decisions) on persons with disabilities. It is also a resource in creating policies and programs reflective of the rights and needs of persons with disabilities.

Accessibility Standard: Under the Accessibility Act (2017), standards are the laws that will be developed to increase accessibility in Nova Scotia. Standards will be developed in six areas; Built Environment, Education, Employment, Goods and Services, Public Transportation, and Information and Communications. As standards are enacted into law, they will include who needs to comply with them.

Barrier: Something that makes it harder for some people to participate. Nova Scotia's Accessibility Act defines a barrier as "anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy, or a practice."

Disability: As defined in Nova Scotia's Accessibility Act: "a physical, mental, intellectual, learning or sensory impairment, including an episodic disability that, in interaction with a barrier, hinders an individual's full and effective participation in society."

Diversity: Diversity is the range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, and political beliefs. Differences in racial and ethnic, socioeconomic, geographic, and academic/professional backgrounds. People with different opinions, backgrounds (degrees and social experience), heritage and life experience.

Equitable/equity: A commitment to fairness. Equitable access is different from equal access. Equality means everybody is treated the same; equity means everybody is treated fairly, based on their needs and abilities. Equity recognizes and values differences, removing systemic barriers and accommodating individual differences, as needed.

Equity Deserving Groups: A group of people who, because of systemic discrimination, face barriers that prevent them from having the same access to the resources and opportunities that are available to other members of society, and that are necessary for them to attain just outcomes (Canada.ca)

Glossary of Terms

Intersectionality: How a person’s identities, such as their gender, ethnicity, and sexuality, affect their access to opportunities and privileges.

Lunenburg County Accessibility Advisory Committee (LCAAC): The committee established by the five municipalities in Lunenburg County that is responsible for advising the municipal councils on identifying, preventing, and removing barriers to people with disabilities in municipal programs, services, initiatives, and facilities. The LCAAC is made up of one elected official from each of the five municipalities and the Village of Chester and six community members. At least half of LCAAC members must be persons with disabilities or represent an organization that represents persons with disabilities.

Lunenburg County Anti-Racism and Anti-Discrimination Advisory Committee (ARADAC): The committee established by the five municipalities in Lunenburg County that is responsible for advising the municipal councils on identifying, preventing, and removing barriers to people from underserved and underrepresented groups in municipal programs, services, initiatives, and facilities. The ARADAC is made up of one elected official from each of the five municipalities, six community members and two indigenous members (1 each from Acadia and Sipekne’katik First Nation). A matrix is used to have wide diversity of representation from equity deserving groups.

Meaningful: In the context of our work, the term meaningful is used to ensure the efforts being made are deemed valuable by those affected by the efforts.

Plain language: Clear, conversational communication that makes sense to the intended audience. The goal of plain language is to communicate so clearly that the intended audience can easily find what they need, understand what they find, and use the information (plainlanguagenetwork.org/).

Prescribed: The Accessibility Act and Dismantling Racism and Hate Act enables the government to use the regulations to identify which organizations must comply with certain requirements. The use of the word “prescribed” in legislation is intended to give wide authority for regulations to be made that set down a specific rule or direction.

Letter from Mayors & Warden

Dear

Signature

Evaluation

In the Lunenburg County Accessibility Plan, we have identified 17 actions we will take to increase accessibility within our community. We will track our progress on these actions and update on progress to the community every year.

We will continue to connect with the community, especially persons from equity deserving communities, to learn about their experiences and if what we are doing is making a meaningful difference. We will do this through community engagement sessions, surveys, and monitoring complaints and comments from the public.

We will also ask municipal staff, volunteers and elected officials about equity in our organizations to make sure we are increasing understanding over time.

As this work is both change focused and human-centred, we will continue to partner with organizations that specialize in data and evaluation. This makes sure we are not duplicating efforts and we engage with organizations that specialize in this area.

Disability in our Community

Based on the Canadian Survey on Disability (2022), Nova Scotia has the highest disability rate in Canada at 37.9%. The Canadian disability rate is 27%. This survey asks people to report on their disability and function. The data includes people 15 years and older and does not include people living on First Nations reserves,

Armed Forces bases, or in institutional settings such as long-term care facilities. The disability rate goes up with age. For Nova Scotians aged 65 and older, 43.2% reported having one or more disabilities. That rate decreases to 35.4% for those aged 25 to 64 years, and again to 28.8% for youth aged 15 to 24 years.

Disabilities

Of persons with disabilities in Nova Scotia, 65.7% reported having a pain related disability. This was the most common answer, followed by flexibility at 44.1% and mobility at 42.3%. Mental health related disabilities were reported by 41.0% of Nova Scotians with disabilities. The remaining types of disabilities reported include seeing (25.9%), hearing (24.4%), learning (22.5%), dexterity (20.5%), memory (17.0%), and developmental (4.7%). Many people reported having more than one type of disability.

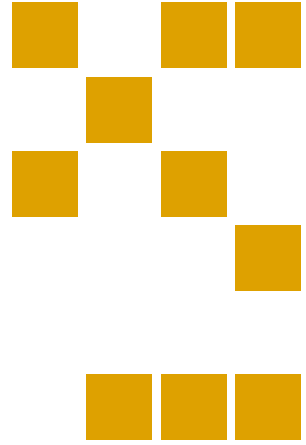
Barriers

We know that creating accessible communities means identifying, removing, and preventing barriers. Nova Scotians who reported having disabilities also reported which types of barriers were most common in their lives.

The most common answer was physical barriers (58.6%). Next, 49.4% reported experiencing barriers to communication, while 38.2% reported experiencing barriers related to attitudes from others.

Progress

Since 2021, many things have changed in the way we incorporate accessibility into our work. Using the first plan as a guide, we have made changes to policies, processes, bylaws and spaces to improve accessibility. As a region we continue to build and support processes that help ensure these improvements continue.



Regional Progress

Regional Committee

The Lunenburg County Accessibility Advisory Committee (LCAAC) continued meeting following the completion of the first plan and has provided accessibility advice to municipalities on multiple projects. They currently meet 10 times per year.

Regional Collaboration

Following the first plan, we hired a Regional Accessibility Coordinator to support accessibility work. Since August 2021, the coordinator has worked to support accessibility in each municipality and across the region. This contract position became permanent in fall 2024, showing a commitment by our region to continue to prioritize accessibility improvements. Starting in 2024, we created a group that meets regularly to focus on equity, diversity, inclusion and accessibility issues. This group includes senior staff from each municipality, the Regional Accessibility Coordinator, Regional Anti-Racism and Diversity Coordinator, and additional staff who are responsible for equity, diversity, inclusion and accessibility work within their own organizations. By meeting regularly, we can make sure we are sharing updates, concerns, and successes, working together where we can, and keeping issues of equity, diversity, inclusion, and accessibility a priority.

All five municipalities have been working to increase accessibility guided by the first accessibility plan. You can read a summary of progress from each municipality in the appendix at the end of this plan.

Key Findings

The first plan organized information into five categories that were taken from the Standard areas in the Accessibility Act. We continued to use these categories to guide our questions to community and to help organize what we heard. However, we found there was a sixth idea that people consistently mentioned. We have called this “Awareness” and it is woven through the other five categories.

Goods & Services



People told us the goods and services they receive from us do not consistently meet their accessibility needs. This includes interactions with us (for example, paying a bill, getting a permit), meetings and events, and recreation programming.

People said that they may not participate in recreation programs because the programs and facilities are too far away, they don't know if their accessibility needs will be met, don't feel safe trying something new with unfamiliar staff, or they have had experiences in the past when their accessibility needs were not met.

Although the accessibility of businesses is not a municipal responsibility, we heard that people continue to face barriers to accessing businesses in our region.

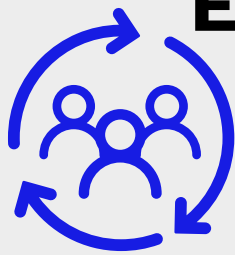
Information & Communications



Many people said they can find, access, and understand information from their municipalities. For others who faced barriers accessing information, finding what they need when visiting the website, knowing where to find information about the accessibility of municipal spaces and events, and knowing how to share a concern or complaint about accessibility were all mentioned as problems. Many people also said they cannot always access and understand emergency communications from their municipality, or that there is a lack of information shared with the public about urgent and non-urgent issues.

continued ->

Key Findings



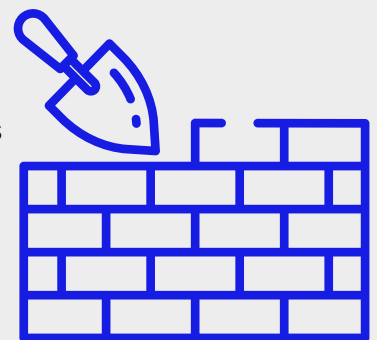
Employment

People told us that negative attitudes of employers and others toward disability is a major barrier to getting a job. Difficulty learning about job opportunities, lack of flexibility in working hours, accommodations, and other supports are also barriers to getting and keeping a job. Of those who described positive employment situations, they said it was because their employer provided flexibility or they are self-employed and can make decisions to support their own needs.

Built Environment

Although some people told us they can access municipal facilities without encountering accessibility barriers, many are still encountering barriers in these spaces. This tells us that, although we have been working to increase accessibility in our buildings, we still have work to do. In particular, access to accessible washrooms is a challenge, with more than half of people in our survey saying that these facilities sometimes or rarely meet their needs.

Several people mentioned the improvements that are happening in parks and outdoor spaces. For example, LaHave Sunset Park and Mushamush Beach Park in MODL and Wild Rose Park in MOC, which have each had significant improvements to accessibility in the past year.



continued ->

Key Findings



Transportation

People identified getting to where they need or want to go as a challenge. Public transportation is limited in Lunenburg County and does not meet the needs of many people with disabilities. People described being grateful for accessible transportation services but that they still have trouble getting everywhere they want or need to go, especially on evenings and weekends.

People told us that getting around using sidewalks and road shoulders can be challenging or impossible, especially with a mobility disability. They also said that events like snow and construction can create barriers to getting around and that we don't always manage these situations in ways that meet their accessibility needs.

Accessible parking is also a concern. People said there is not always enough accessible parking and when they are available, they are sometimes too far from destinations, making them less accessible. The design of the existing accessible parking spaces only works for some people and not others. In particular, people who use accessible vans described having difficulty finding appropriate places to park.

Feedback

Wins

People also had positive things to share about accessibility in Lunenburg County. Some examples are:

- Interactions with municipal staff who really listen and follow up when there is a problem
- Asking persons with disabilities for input and having it taken seriously
- Improvements to the physical spaces in municipal buildings (Municipality of Chester, District of Lunenburg)
- The DesBrisay Museum in Bridgewater
- Improvements to outdoor spaces accessibility
- Wheelchair basketball in Town of Lunenburg

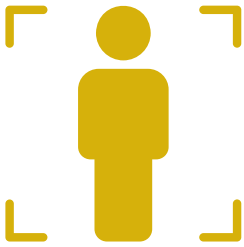
Areas of Growth

We know we can never hear from everyone in the community but we want to make sure we are hearing from people with different experiences so we can make good decisions about accessibility. We recognize that our public engagement did not include enough diversity of experience and that this means we may be missing important information about the barriers people are facing.

We need to hear more from people and organizations with experiences related to:

- Youth with disabilities
- Persons who are blind or low vision
- Persons who are Deaf or Hard of Hearing
- Persons with intellectual disabilities
- Persons with episodic disabilities
- Persons from the 2SLGBTQAI+ community
- Persons who are Black, Indigenous, or persons of colour

Areas of Focus



The findings from community engagement tell us that the five areas we used to organize our actions in the first Lunenburg County Accessibility Plan are still areas where people with disabilities are facing barriers and where we can focus our efforts. In addition, we have added Awareness as a sixth area of focus. This is a way to acknowledge we have a role to play in raising awareness both in our own organizations and in the broader community about accessibility and disability. This is also an area that can overlap with our regional Anti-Racism and Diversity Plan.

Each of the six areas of focus are shown here with their long term goal.

Goods & Services

Residents and visitors with disabilities have equitable access to goods and services provided by our municipalities.

Information & Communications

People with disabilities can equitably access information and communications provided by our municipalities.

Transportation

Residents and visitors with disabilities have equitable access to transportation provided by our municipalities.

Employment

Our municipalities are accessible and equitable employers and support the careers of employees with disabilities. We will seek to attract and retain a skilled workforce that reflects the diverse residents of the municipalities.

Built Environment

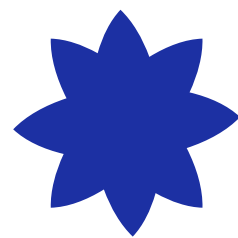
Municipal buildings and outdoor spaces within the municipalities provide meaningful and equitable access for users with disabilities.

Awareness

Municipal staff, volunteers, and elected officials consider accessibility in decision making and encourage a culture of accessibility and equity in their organizations and in the community.

Priorities

To help us reach these goals, we have 28 priorities. We have used these to help select actions we will take as a region. We will also use them to select actions we will take in our individual municipalities.



List of priorities by category :

Goods and Services	
Services	Enhance services provided by municipal units by making municipal services and events more accessible to persons with disabilities
Physical Space	The entrance areas of our municipal buildings should support positive accessible customer service experiences.
Programs	Deliver programming to people of all ages and abilities.
Meetings and Events	Improve accessibility of public meetings and events planned and delivered by a municipal unit by using an accessibility lens including location, event delivery, and participation.
Procurement	Apply an accessibility lens to all procurement processes, including creating common accessibility language, accessibility requirements, and including accessibility into the scoring process for procurement.
Policy	Apply an accessibility lens to all policy, by-laws, procedures, and practices.
Emergency Management	Municipal planning for emergencies will consider the needs of persons with disabilities. This means considering accessibility barriers in how we prepare for and respond to emergencies.

Priorities

Information and Communications

Communications Delivery	Improve communications about existing municipal programs, services, and events by delivering communications in a wide range of accessible formats.
Advertising/Marketing	Create and use a standardized symbol system when we communicate about public programs and events. This will let people know what accessibility features and barriers they can expect.
Wayfinding	Improve signage and wayfinding for municipal buildings and public facilities by having new signage and wayfinding projects designed using best practice in accessibility.

Transportation

Pedestrian Infrastructure	Make it easier for people to move around our communities while walking, cycling, and using mobility devices. This may include building and improving sidewalks, improving lighting, adding seating where people can rest, and including tactile attention indicators, curb ramps, and accessible pedestrian signals at pedestrian crossings.
Snow Removal	Ensure snow clearance of transit stops, public buildings, and municipally managed parking areas is timely and thorough.
Parking	Ensure all municipal parking areas and municipally managed parking areas have accessible parking spaces and appropriate drop-off locations for larger vehicles. Accessible parking shall meet the Accessibility Act's Built Environment Standard (when implemented).
Transit Connectivity	Where possible, support improving transit connectivity by expanding public transportation systems.
Transit Infrastructure	Improve existing transit infrastructure and ensure transit vehicles, transit stops, and signage are accessible to people with disabilities.

Priorities

Employment	
Job Opportunities	Improve opportunities for persons with disabilities to gain employment at the municipality by ensuring job postings clearly state they are open to persons with disabilities, accommodations may be available in the workplace, and/or advertise job postings across different platforms.
Hiring	Improve processes, policies, and practices to remove accessibility barriers and encourage the recruitment, selection, transition, and advancement of persons with disabilities in their employment at the municipalities. Update job standards to make sure they reflect the actual standards of the job.
Flexibility	Improve support and flexibility in the workplace by ensuring municipal staff and Council with disabilities have access to assistive technology, possible accommodations in the workplace, appropriate and supportive leave practices and return to work plans, and a flexible work environment such as the ability to work from home.
Culture of Inclusion	Build capacity among staff and senior leadership to cultivate a culture of inclusion that supports, retains, and provides opportunities for career growth to persons with disabilities.
Representation	Actively recruit persons with disabilities on all municipal committees and working groups. Review committee and Council recruitment materials to ensure they are accessible.

Priorities

Built Environment	
Buildings	Improve and maintain the accessibility of municipal buildings and outdoor spaces to comply with the Nova Scotia Building Code, and the Accessibility Act's Built Environment Standard (when implemented), aiming to exceed them when feasible.
Public Spaces	Improve access to public spaces and opportunities for recreation by improving access to parks and playgrounds, lakes and beaches, diversifying recreation equipment, and creating accessible parks, playgrounds and trails. Municipalities will comply with the Accessibility Act's Built Environment Standard (when implemented).
Washrooms	Look for opportunities to construct and maintain more accessible public washrooms and retrofit existing washrooms where possible.
Temporary Disruptions	Put processes in place to ensure accessibility is maintained during temporary disruptions including emergencies, evacuations, and special events.
Emergencies	Ensure emergency management and building evacuation plans are reviewed with accessibility in mind.
Construction Mitigation	Municipalities should ensure accessible detours are available and communicated to the public when a sidewalk is affected by construction.

Awareness	
Internally (Organizationally)	Support new and existing municipal staff and Councils to increase knowledge and understanding of accessibility, equity, human rights, disability rights, and accessibility barriers in our community by providing ongoing awareness and training programs.
Externally (In Community)	Build an understanding and awareness of disability and accessibility within our community by supporting development of programming and awareness materials and events that highlight the experiences of people with disabilities in our community.

Regional Actions

To work toward meeting the priorities in this plan, we will work together on 17 actions.

Goods and Services

Action	Priorities
Create or adopt a guide to be used by staff that provides guidance on how to plan a meeting or event using equitable best practices, including accessibility.	Meetings and Events - Improve accessibility of public meetings and events planned and delivered by a municipal unit by using an accessibility lens including location, event delivery, and participation.
Provide support to community members who face barriers to participating in municipal meetings and events to enable engagement. We will explore how to do this within the scope of our role as municipalities.	Meetings and Events - Improve accessibility of public meetings and events planned and delivered by a municipal unit by using an accessibility lens including location, event delivery, and participation.
Develop a guide for staff and council members of municipal units on how to review and update policies, by-laws, procedures, and practices with an equitable best practices lens.	Policy– Apply an accessibility lens to all policy, by-laws, procedures, and practices.
Develop an Anti-Hate & Anti-Discrimination Policy to support regional municipal units for anti-hate and anti-discriminatory efforts until all policies can be reviewed with an equity, diversity, inclusion and accessibility lens.	Policy– Apply an accessibility lens to all policy, by-laws, procedures, and practices.
Ensure that emergency information from the Lunenburg County Regional Emergency Management Organization (REMO) is communicated using Plain Language.	Emergency Management – Municipal planning for emergencies will consider the needs of persons with disabilities. This means considering accessibility barriers in how we prepare for and respond to emergencies.
Schedule regular meetings between REMO staff and the Regional Accessibility Coordinator to support considering accessibility in emergency management.	Emergency Management – Municipal planning for emergencies will consider the needs of persons with disabilities. This means considering accessibility barriers in how we prepare for and respond to emergencies.
Look for opportunities to provide emergency preparedness information to persons with disabilities through digital and written materials and presentations.	Emergency Management – Municipal planning for emergencies will consider the needs of persons with disabilities. This means considering accessibility barriers in how we prepare for and respond to emergencies.

Information and Communication

Action	Priorities
Collect and share information about the accessibility of municipal facilities and outdoor spaces using a standardized symbol system.	Advertising/Marketing – Create and use a standardized symbol system when we communicate about public programs and events. This will let people know what accessibility features and barriers they can expect.
Create a website dedicated to equity, diversity, inclusion and accessibility work in Lunenburg County to create a consistent space for people to find information about accessibility in the region.	Advertising/Marketing – Create and use a standardized symbol system when we communicate about public programs and events. This will let people know what accessibility features and barriers they can expect.

Transportation

Action	Priorities
Collaborate regionally to learn more about what barriers people face related to transportation access as they move within, between, and beyond our municipalities.	Transit Connectivity – Where possible, support improving transit connectivity by expanding public transportation systems.

Employment

Action	Priorities
Explore the development of a safe space for municipal employees who belong to equity deserving groups. This could be in the form of an affinity group or employee resource group where employees can explore shared experiences, barriers, and solutions.	Culture of Inclusion – Build capacity among staff and senior leadership to cultivate a culture of inclusion that supports, retains, and provides opportunities for career growth to persons with disabilities.
Assess Municipal/Town physical spaces for opportunities to display signs of inclusion and belonging.	Culture of Inclusion – Build capacity among staff and senior leadership to cultivate a culture of inclusion that supports, retains, and provides opportunities for career growth to persons with disabilities.
Create opportunities for youth with disabilities to provide feedback to municipalities on accessibility matters.	Representation – Actively recruit persons with disabilities on all municipal committees and working groups. Review committee and Council recruitment materials to ensure they are accessible.

Awareness

Action	Priorities
<p>Review our governance processes related to equity, diversity, inclusion and accessibility. This includes determining responsibilities for decision making, accountability and how we interact with other organizations doing similar work in the community.</p>	<p>Building Awareness in our organizations) – Support new and existing municipal staff and Councils to increase knowledge and understanding of accessibility, equity, human rights, disability rights, and accessibility barriers in our community by providing ongoing awareness and training programs.</p>
<p>Create an awareness plan to support our organizations to learn about and comply with the Built Environment Accessibility Standard when it is released.</p>	<p>Building Awareness in our organizations) – Support new and existing municipal staff and Councils to increase knowledge and understanding of accessibility, equity, human rights, disability rights, and accessibility barriers in our community by providing ongoing awareness and training programs.</p>
<p>Create a community awareness plan outlining how to engage the community on equity, diversity, inclusion, and accessibility.</p>	<p>Building Awareness in Community – Build an understanding and awareness of disability and accessibility within our community by supporting development of programming and awareness materials and events that highlight the experiences of people with disabilities in our community.</p>
<p>Encourage awareness about accessibility and disability through participating in Access Awareness Week and the United Nations International Day of Persons with Disabilities.</p>	<p>Building Awareness in Community – Build an understanding and awareness of disability and accessibility within our community by supporting development of programming and awareness materials and events that highlight the experiences of people with disabilities in our community.</p>

Community Collaboration

As we conducted engagement and continue to do so, we have partnered with many community organizations to implement actions and have wider community impact. Some of these partners are:



South Shore
Regional Centre for Education



**YOUR ORGANIZATION
HERE**

We understand as this is community work, we need to grow in collaboration. We anticipate tracking the additional partners we engage with over the years to capture larger community ownership and awareness of equity work

If you are interested in working with us, please connect with the regional coordinator: ejohnson@chester.ca.

PARTNERS

Next Steps & Conclusion

As we have identified opportunities to begin this work, it is only the start...



- ➔ Each municipality in Lunenburg County will prepare and make public an implementation plan showing what they will do to meet the commitments in this plan.
- ➔ We will work to support addressing gaps in local data available about persons with disabilities in Lunenburg County to help us make good decisions about accessibility.
- ➔ We will continue to ask the community for feedback as part of our evaluation process.
- ➔ We will support the LCAAC, ARADAC, Regional Accessibility Coordinator and Regional Anti-Racism and Diversity Coordinator to work together to make sure we learn more about barriers faced by persons with disabilities who are also Black, Indigenous, persons of colour, and part of the 2SLGBTQAI+ community.
- ➔ We will seek opportunities to connect with people and organizations who have experience and knowledge of barriers faced by people with experiences of disability that we did not hear enough from in our public engagement (people who are blind or low vision, Deaf or Hard of Hearing, have intellectual disabilities, or experience episodic disabilities).

Appendix

Summaries

Summary of Progress: Town of Lunenburg

The Town of Lunenburg has been working to improve accessibility in a variety of ways.

Our town is a unique, historic community with a built heritage dating back more than 270 years. This, along with our location on a steep hill, means there are barriers to accessibility in our built environment. We have been working hard to identify, prevent and remove barriers where it is possible. Examples of some of our efforts include:

- Applying an accessibility lens to our updated Heritage Conservation Policy and Bylaw
- Working with the business community to support accessibility improvements
- Working with the Province of Nova Scotia to support the development of education materials about new accessibility requirements for restaurants.
- Incorporating accessibility reviews into key community development and engineering projects
- Including tactile attention indicators and curb ramps in new and redesigned sidewalks and crosswalks
- Completing accessibility audits of the arena and community centre
- Adding a ramp to the arena entrance
- Adopting an accessible housing unit incentive policy

We also took steps to make parking more accessible. We incorporated accessibility into our parking and traffic study in 2024. The study mapped all existing accessible parking spaces and gave recommendations on how to improve parking and access. New designated accessible parking spaces have been placed on Bluenose Drive and meet a higher standard of accessible design than we have used in the past. We also hired a full-time bylaw enforcement officer, who monitors and enforces accessible parking use, making it easier for people who need accessible parking to find it.

To make sure more people can access and participate in our council meetings, committee meetings, and public engagement, we have made several improvements. Some examples include:

- Adding an accommodation request process to the planning and public input policy
- Hosting our first focus group specifically to hear from persons with disabilities about a major project
- Recording and livestreaming all council, committee and working group meetings so they can be accessed in different ways

We know there are challenges to increasing accessibility in our historic town and are committed to taking steps to ensure that all residents and visitors can access and enjoy our community.

Summary of Progress: Municipality of Chester

The Municipality of Chester made a commitment to improving accessibility in 2018. Since then, we have worked on how we can translate that commitment into action. We have paid particular attention to our public spaces, our municipal buildings, and delivery of services.

Facilities and public spaces

In 2022, we completed an accessibility audit of our municipal buildings, where the public comes to attend meetings, pay taxes, apply for permits, and access other services. As expected, the audit showed that we have a lot of work to do. We used (and continue to use) the recommendations from the report to plan and implement improvements. Some examples of our improvements include:

- Added accessible signage and automatic soap and paper towel dispensers to washrooms.
- Repaved an outdoor pathway to improve the surface quality.
- Improved signage for accessible parking spaces.

We are also making efforts to increase the accessibility of the physical environment of trails and outdoor spaces and to share information about accessibility of these spaces so people can decide for themselves if they want to visit. Some examples include:

- Reviewed wayfinding and information signage using an accessibility lens.
- Adopted consistent, high colour contrast and intuitive pictograms to communicate information about parks and trails such as difficulty level.
- Incorporated information about a trail's level of difficulty in the communication on signs, websites, etc. so people can make decisions about where to go.
- Purchased trail rider adaptive equipment to facilitate access to trails for persons with disabilities.
- Upgraded Wild Rose Park to include universal washrooms, adult change table, and improved walking paths with additional improvements to come.



Communicating

We identified large gaps in the way that we share information and invite feedback. Recognizing that we still have quite a bit of work to do (as outlined in our Action Plan), these are some examples of what we have put in place so far:

- Upgraded Council Chambers technology to improve audio and visual quality for in-person and virtual meetings, including an assistive listening system and arranging equipment to provide an optimal location for ASL interpreters when needed.
- Added speech transfer systems/hearing loops to reception desks and our two meeting rooms.
- Livestream and record council meetings so people can view remotely or at a later date.
- Use more accessible online platforms when we do community engagement.
- Had a number of staff participate in plain language training.
- Supported three staff to complete Presentation Skills training which included an accessibility component.
- Apply Braille to 20% of business cards printed.

Governance

In terms of governance, we continue to create avenues and support for services that provide accessible options. Leading up to 2025, we have already implemented some actions, such as:

- Support for Chester Community Wheels through an annual financial contribution.
- Developed an Outdoor Dining By-Law using an accessibility lens.
- Reviewed our Village of Chester Land Use By-Law and Secondary Planning Strategy with an accessibility lens. After approval, we have made a commitment to create the lengthy document as an accessible pdf.
- Added medical, dental, and life insurance benefits for Councillors and regional employees, which removes some barriers for people and encourages retention.
- Created a draft policy to minimize scents in the workplace and will implement a plan to educate employees, Councillors, and the public.
- Revised our Human Resources Policy to include accessibility language and provisions.
- Improved the municipal website to meet the public's needs as well as applied accessibility practices to social media posts, such as contrast, language, and alt text, etc.

Summary of Progress: Municipality of the District of Lunenburg

Since 2020, the District of Lunenburg has made significant strides in accessibility, ensuring that all residents can participate fully in community life. It began with the construction and opening of the new Municipal Services Building, a transformative milestone. The old facility lacked wheelchair access at one of the customer service entrances or an elevator, and visitors with mobility challenges had no access to public washrooms. Today, the new building features fully accessible doors, assisted hearing technology, bariatric seating, and more, welcoming everyone with fully accessible amenities and services under one roof.

The District also adopted a proactive approach by integrating an accessibility lens into the development of proposed capital projects. Accessibility audits for five park facilities uncovered barriers and opportunities for improvement, guiding thoughtful changes. For example, Mushamush Beach now features a Mobi-mat, providing all users seamless access to the water. At Church Lake, visitors can enjoy accessible picnic tables, promoting inclusive outdoor recreation.

Digital accessibility has also been a priority. In 2020, the District's website, modl.ca, achieved 99% accessibility. Collaborating with the Association of Municipal Administrators' Municipal Website Venture and digital accessibility experts Access Changes Everything, the District ensured the site met Web Content Accessibility Guidelines (WCAG) standards. The result is a platform where residents can access vital information with ease, regardless of ability.

Council operations have also embraced inclusivity. Meetings are now livestreamed, enabling residents with mobility or transportation challenges to participate remotely. Council agendas include contact information for accessibility inquiries, and all reports, bylaws, and policies are prepared using accessible templates. Training in accessible social media practices has further enhanced the reach and inclusivity of District communications.

Inclusivity extends beyond infrastructure and digital spaces. Expanded recreation programs cater to diverse abilities, reflecting the District's commitment to providing opportunities for all. Advocacy and funding efforts have also transformed Senior Wheels into Lunenburg County Wheels, a dial-a-ride service now available across the entire municipality. This door-to-door service has become a lifeline for residents with mobility challenges, fostering independence and community connection.

Each improvement reflects the District of Lunenburg's dedication to breaking down barriers and building a more inclusive community. We look forward to more opportunities to consider accessibility in major capital spending plans and everyday operational decisions.

Summary of Progress: Town of Bridgewater

In 2017, the Province of Nova Scotia passed the Accessibility Act with the goal of creating an accessible province by 2030. The Town partnered with the Municipal Districts of Lunenburg and Chester, Village of Chester, and the Towns of Lunenburg and Mahone Bay to create the Lunenburg County Accessibility Advisory Committee (LCAAC) in 2019 and the Lunenburg County Accessibility Plan in 2021.

The Province is developing standards in six areas, including education. The other five areas of accessibility standards are:

1. Goods and Services
2. Information and Communications
3. Transportation
4. Employment
5. Built Environment

As part of the regional effort, since 2020 the Town of Bridgewater has been focused on these five areas and has made significant progress.

Goods & Services

There have been several modifications made to the Council Chambers and Committee room to improve public accessibility. There has been accessibility awareness training delivered to the new Council and some planning staff have undergone specialized accessibility training. When people come to the main counter in Town Hall, there is a Speech Transfer system for staff to better hear people and there is technology available to which people can connect certain personal hearing devices. When purchasing significant software systems, accessibility requirements were included as part of the procurement process.

Information and Communication

Some staff have had further training in using plain language when writing. We have changed our communications standards to ensure website and social media posts include either alt text or that all information embedded in image files is also included in postings in screen-reader compatible format. We have also made some changes to the printed Recreation Guide to improve accessibility.

Transportation

In 2020 we purchased two low-floor buses with accessible ramps, and we are now installing an accessible bus shelter near the Regional Hospital and on North Street. When designing bridges, sidewalks and other aspects of active transportation, accessibility considerations have been incorporated. In 2022, we installed our first rectangular rapid flashing beacon at a crosswalk on Jubilee Avenue and we now include Tactile Walking Indicator Surfaces (TWIS) at crosswalks. From a planning perspective, we have incorporated accessibility design requirements into the Sidewalk Café By-law. The Traffic Operations study, that included accessibility review, is foundational work for future projects.

Employment

As part of our attraction and retention strategy we have embraced a flexible work policy that enables our people with different life needs to contribute effectively to delivering our services. We have incorporated our communications standards into our onboarding guide for new staff. Recognizing that sometimes people just need a little extra support, we now provide menstrual products in all washrooms. We have also added automatic door openers.

Built Environment

While it is challenging to change what has already been built, we have taken advantage of certain renovation opportunities. At the Bridgewater Memorial Arena, we have included an exterior ramp, an accessible door and an elevator. There are now accessible, gender-neutral, washrooms at Town Hall. We have conducted an accessibility audit of the Town's outdoor pool and improvements to signage, contrast painting and pool accessibility modifications are ongoing. At Shipyard's Landing, cobble-type pavers have been replaced with accessible-standard concrete sidewalks. Finally, Shipyard's Landing Public Washrooms will soon be open to the public!

While there is still lots of work to do to improve the life of our residents, accessibility thinking will continue to be integrated into our everyday work.

Summary of Progress: Town of Mahone Bay

The Town of Mahone Bay is a place for people to live, work, and play, and with that the Town recognizes the importance of having accessible spaces and services. Since the passage of the *Accessibility Act*, the Town has worked diligently to improve access for those living in or visiting Mahone Bay. The following is a broad overview of accomplishments made since 2020 in this vein.

Built Environment

The Town has had a large focus on accessibility in its built environment via the upgrading of facilities and adoption of regulations including:

- Built a new, accessible fire station
- Town Hall Upgrades
 - Barrier free entrance
 - Accessible washroom
 - Painted door frames for greater contrast
 - Replaced/added colour contrast strips on stairs
 - Added colour contrast strips on glass gates
 - Removed plexi glass barriers in the public section of Town Hall
 - Replaced the debit machine with a more accessible one
 - Added a building directory at all public entrances
 - Added room identifying signage in consistent places in relation to doors for intuitive location
 - Replaced all door knobs with lever handles
 - Purchased lamps for staff to have better control over lighting in work spaces (as requested)
 - Purchased adjustable height desk additions (as requested)
- Added RRFBs at trail/road intersections
- Upgraded pathway along waterfront
- Upgraded field track surface
- Audited nine (9) outdoor spaces for accessibility
- Upgraded Aquatic Garden Park bridge
- Community Orchard Design
 - Benches and picnic tables on concrete pads
 - Paths have gentle slopes and crushed gravel surface with planned paving
 - Currently addressing concerns about drop off areas and visibility of tree guards.
- Added accessible picnic table at the Visitor Information Centre
- Painted slopes on curb ramps

- Upgraded tennis court parking lot by paving and designing accessible parking
- Revised all road side accessible parking spaces to align with the CSA B-651 standard
- Assessed and plan to renovate public washrooms on Edgewater Street to increase accessibility and include an adult change table
- Incorporate accessibility standards into all new built infrastructure projects
- Ordered various styles of chairs for Council Chambers and front entrance

Education

- Provided social media accessibility training to community groups to increase accessibility of posts shared by the Town

Information and Communication

- Adopted in-house communication standards for print communications internally and externally
- Livestream and record Council meetings with ability to add auto-generated captioning if needed

Transportation

- Provided financial support to Lunenburg County Wheels

Governance

- Update Human Resources Policies and procedures and use CAN/ASC-1.1:2024 National Standard of Canada- Employment as a reference guide
- Adopted the Accessibility Implementation Plan
- Adopted CSA/ASC B651:23 Accessible Design for the Build Environment to inform design of accessible parking spaces

Lunenburg County Accessibility Advisory Committee

Name	Role
Louise Hopper	Community Member
Peggy McCalla	Community Member
Teresa Alexander-Arab	Community Member
Scott Lutes	Community Member
Vacancy	Community Member
Vacancy	Community Member
Kacy DeLong	Councillor, Municipality of the District of Lunenburg
Abdella Assaff	Deputy Warden, Municipality of Chester
Jennifer McDonald	Deputy Mayor, Town of Bridgewater
Gale Fullerton	Councillor, Town of Lunenburg
Penny Carver	Councillor, Town of Mahone Bay
Geraldine Pauley	Chair, Village of Chester Commission

Subject: Draft Anti-Racism & Diversity Plan
From: Gem Roberts, Regional Anti-Racism and Diversity Coordinator
Date: March 4, 2025 – COTW
March 25, 2025 – Council



Recommendation

That Council approve the submission of the Draft Anti-Racism & Diversity Plan to the Province of Nova Scotia, with the understanding that the final Plan will be further developed and presented to Council at a future meeting.

Background

In 2021, we worked with the Lunenburg County Accessibility Advisory Committee to develop the Lunenburg County Accessibility Plan. The plan outlined the overarching commitments for improving accessibility in all of Lunenburg County and some of the actions we would take to reach those commitments. In 2024, we expanded the efforts and created an intermunicipal agreement to develop a Lunenburg County Anti-racism and Diversity Plan. This is the first submission of this plan.

Under Nova Scotia's Dismantling Racism and Hate Act (2022), there is a provincial requirement for the government to create and support an anti-racism strategy.

Discussion

The draft Lunenburg County Anti-Racism & Diversity Action Plan (2025-2028) represents a collaborative effort among the five municipalities within Lunenburg County.

This draft plan was developed in response to provincial priorities under the Dismantling Racism and Hate Act (2022). It outlines guiding principles, and proposed approaches to promote equity, diversity, inclusion, and accessibility (EDIA) within municipal services, policies, and community engagement efforts. Significant work has already been done to develop action items, and those are ready for the committee's review. However, because the committee's input and leadership are essential in shaping those actions, it would not be appropriate to present them to council at this stage. Once the regional committee has been formed and formal recommendations can be given, a final plan with action items can then be presented to Councils.

As part of the plan development process, each of the five partner municipalities is asked to review the draft document and provide feedback on its recommendations and overall content.

Relevant Legislation

Dismantling Racism and Hate Act

Financial

Approving the plan does not have an immediate financial impact. However, the implementation of its recommendations may require municipal resources, including staff time, training, and program funding. Costs will be explored as part of the annual allotment to this partnership with the five municipalities, with potential opportunities for provincial funding and cost-sharing to support implementation.

Attachments

- Draft Lunenburg County Anti-Racism & Diversity Action Plan (2025-2028)

Lunenburg County Strategy for Belonging Anti-Racism & Diversity Action Plan

DRAFT

~~Perfection~~
progress

April 2025-28



Acknowledgements

We want to recognize this work is both a multigenerational journey and community effort, which drives us to deliver some heartfelt acknowledgments:

To be included in final approved version.

Introduction

The five municipalities in Lunenburg County are working together to improve and develop equity within our region. The five municipalities include: Municipality of Chester, Municipality of the District of Lunenburg, Town of Bridgewater, Town of Lunenburg, and Town of Mahone Bay.

Background

In 2021, we developed the Lunenburg County Accessibility Plan. The plan outlined the overarching commitments for improving accessibility in all of Lunenburg County and some of the actions we would take to reach those commitments. In 2024, we expanded the efforts and created an intermunicipal agreement to develop a Lunenburg County Anti-racism and Diversity Plan.

Objective

We know that inclusive communities are stronger communities and we are committed to working individually and as a region to make our municipal programs, services, initiatives and facilities more accessible, equitable and inclusive.

The focus of this document looks ahead to the next three years (April 2025-March 2028), in which the first Anti-Racism & Diversity Plan is developed to increase Belonging in Lunenburg County. The Anti-racism & Diversity Plan outlines the commitments and approach for continuous community centred plan development.

Provincial Legislation

Similarly, under the *Accessibility Act (2017)*, we had to develop and now must update the Lunenburg County Accessibility Plan. Similarly, under the *Dismantling Racism and Hate Act (2022)*, requires government to create and support an anti-racism strategy that will identify and address racism in public policies, programs and services.

Key strategies

We commit to taking actions to encourage a culture of equity in our organizations and communities. We believe in supporting staff, Councils, and the people in our communities to not only become aware of inequities but become educated and equipped on how to remove and prevent barriers, while creating a culture of continuous learning.

Note: We recognize that language around equity work is always evolving and that people have different preferences about how to describe themselves. Although we intend to be respectful and inclusive, we know our language choices may not fit for everyone. If you have feedback about our choices, please let us know.

What We Believe

The first Lunenburg County Accessibility Plan was created using some key principles. We have continued to use and add to the list of these principles as we do our work around equity development. We plan to use them as we implement the 2025-2028 Lunenburg County Anti-Racism and Diversity Action Plan

1

Equitable Access

Working towards equitable access for everyone in our community means that every person has access to opportunities and is treated fairly. Equitable access means understanding that a person's individual circumstances will impact what barriers they might face and what we can do to remove those barriers. Creating equity doesn't mean treating everyone the same.

2

First Voice

It is essential to include first voice perspectives of people who have lived experience in our work. That means hearing first voice perspectives on our plans, the work we have already done, and our decision-making processes.

It also means working to make our processes more accessible and equitable so we hear from persons from equity deserving groups about all our work, not only related to Equity, Diversity, Inclusion and Accessibility (EDIA). This work is a lens to all the work, not its own separate project.

3

Flexibility

We know that things change and that we need to be flexible to respond to changes. Various Acts and Standards will come into effect and legislation may change in the coming years. Things like technology and world occurrences will also change. We understand that this plan must be flexible to make sure we can respond to these changes, take advantage of opportunities and respond to the emerging needs of community. We consider this strategy to be a living document.

4

Collaboration

It is essential to continue to collaborate with other municipal units, the regional committees, organizations at the provincial level, and community partners to advance this plan and work towards a community of belonging.

5

Intersectionality

We know that people have multiple identities and that can mean they face multiple barriers to feeling belonging in our communities. These might be related to cultural or ethnic background, gender, disability, sexuality, or other identities people may have. When these identities overlap, it can magnify the impact of the barriers that person faces overall. We must consider intersectionality and align our plans for broader equity, diversity and inclusion work.

Lunenburg County Strategy for Belonging

Glossary of

Terms

We recognize that language around equity work is always evolving and that people have different preferences about how to describe themselves. Although we intend to be respectful and inclusive, we know our language choices may not fit for everyone. If you have feedback about our choices, please let us know.



Glossary of Terms

Anti-Discrimination: Non-discrimination is an integral part of the principle of equality. It ensures that no one is denied their rights because of factors such as race, colour, sex, language, religion, political or other opinion, national or social origin, property or birth. (ag.gov.au)

Anti-Racism: the practice of actively identifying and opposing racism. The goal of anti-racism is to actively change policies, behaviors, and beliefs that perpetuate racist ideas and actions. (Boston University)

Barrier: Something that makes it harder for some people to participate. Nova Scotia's Accessibility Act defines a barrier as "anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy, or a practice."

Disability: As defined in Nova Scotia's Accessibility Act: "a physical, mental, intellectual, learning or sensory impairment, including an episodic disability that, in interaction with a barrier, hinders an individual's full and effective participation in society."

Dismantling Racism and Hate Act: The Dismantling Racism and Hate Act, developed by an all-party committee following extensive engagement with Nova Scotians, outlines the government's approach to addressing systemic racism, hate and inequity. The Act's focus is on a commitment to work with underrepresented and underserved communities to create a community network and develop data standards to monitor and address systemic hate, inequity and racism. ([Dismantling Racism and Hate Act](#))

Diversity: Diversity is the range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, and political beliefs. Differences in racial and ethnic, socioeconomic, geographic, and academic/professional backgrounds. People with different opinions, backgrounds (degrees and social experience), heritage and life experience.

Equitable/equity: A commitment to fairness. Equitable access is different from equal access. Equality means everybody is treated the same; equity means everybody is treated fairly, based on their needs and abilities. Equity recognizes and values differences, removing systemic barriers and accommodating individual differences, as needed.

Equity Deserving Groups: A group of people who, because of systemic discrimination, face barriers that prevent them from having the same access to the resources and opportunities that are available to other members of society, and that are necessary for them to attain just outcomes (Canada.ca)

Glossary of Terms

Intersectionality: How a person's identities, such as their gender, ethnicity, and sexuality, affect their access to opportunities and privileges.

Lunenburg County Anti-Racism and Anti-Discrimination Advisory Committee (ARADAC): The committee established by the five municipalities in Lunenburg County that is responsible for advising the municipal councils on identifying, preventing, and removing barriers to people underserved and underrepresented groups in municipal programs, services, initiatives, and facilities. The ARADAC is made up of one elected official from each of the five municipalities, six community members and two indigenous members (1 each from Acadia and Sipekne'katik First Nation). A matrix is used to have wide diversity of representation from equity deserving groups.

Meaningful: In the context of our work, the term meaningful is used to ensure the efforts being made are deemed valuable by those affected by the efforts.

Plain language: Clear, conversational communication that makes sense to the intended audience. The goal of plain language is to communicate so clearly that the intended audience can easily find what they need, understand what they find, and use the information (plainlanguagenetwork.org/).

Prescribed: The *Accessibility Act* and *Dismantling Racism and Hate Act* enables the government to use the regulations to identify which organizations must comply with certain requirements. The use of the word "prescribed" in legislation is intended to give wide authority for regulations to be made that set down a specific rule or direction.

Safe Brave Space: A safe space is meant to be comfortable, supportive, and non-threatening where all participants can feel comfortable to express themselves and share experiences without fear of discrimination. Whereas, a brave space encourages dialogue, curiosity, and accountability. In a brave space, we can explore controversial issues by growing and learning together, with people being rewarded for their courage and for taking accountability for their words and actions. Safe spaces and brave spaces are often confused for one another, and while they are similar and can exist at the same time, they are both unique in how they hold space for people to authentically share and be themselves. We aim to create spaces where they co-exist. (Cloudinary.ca)

We also recognize there may be additional terms we may have missed, so we suggest also checking out EDIA Glossaries, for example, the Canadian Centre for Diversity and Inclusion's Glossary of Terms: <https://ccdi.ca/media/3150/ccdi-glossary-of-terms-eng.pdf>

Letter from Mayors & Warden

Evaluation

In our approach, each of our municipalities will take action towards increasing accessibility and combatting hate and racism within our community. We will track our progress on these actions and update on progress to the community every year.

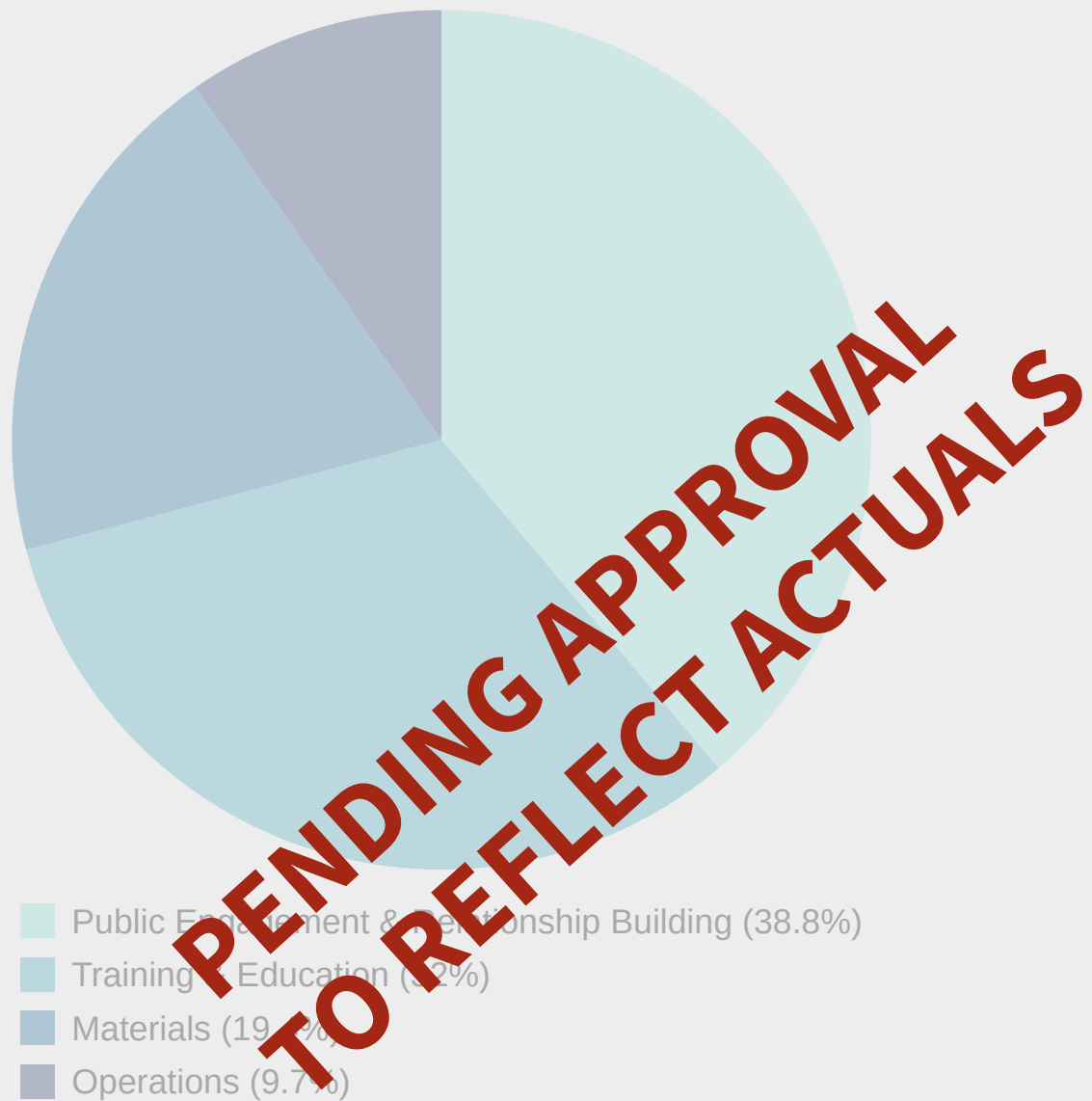
We will continue to connect with the community, especially persons from equity deserving communities, to learn about their experiences and if what we are doing is making a meaningful difference. We will do this through community engagement sessions, surveys, and monitoring complaints and comments from the public.

We will also ask municipal staff, volunteers and elected officials about equity in our organizations to make sure we are increasing understanding over time.

As this work is both change focused and human-centred, we will continue to partner with organizations that specialize in data and evaluation. This makes sure we are not duplicating efforts and we engage with organizations that specialize in this area.



Budget Breakdown



As this work is focused on developing equity in the spaces they currently are not, along with ensuring first voice is amplified. This approach is also reflected in how we distribute our budget, to ensure we prioritize engagement and education financially.

Diversity in our Community

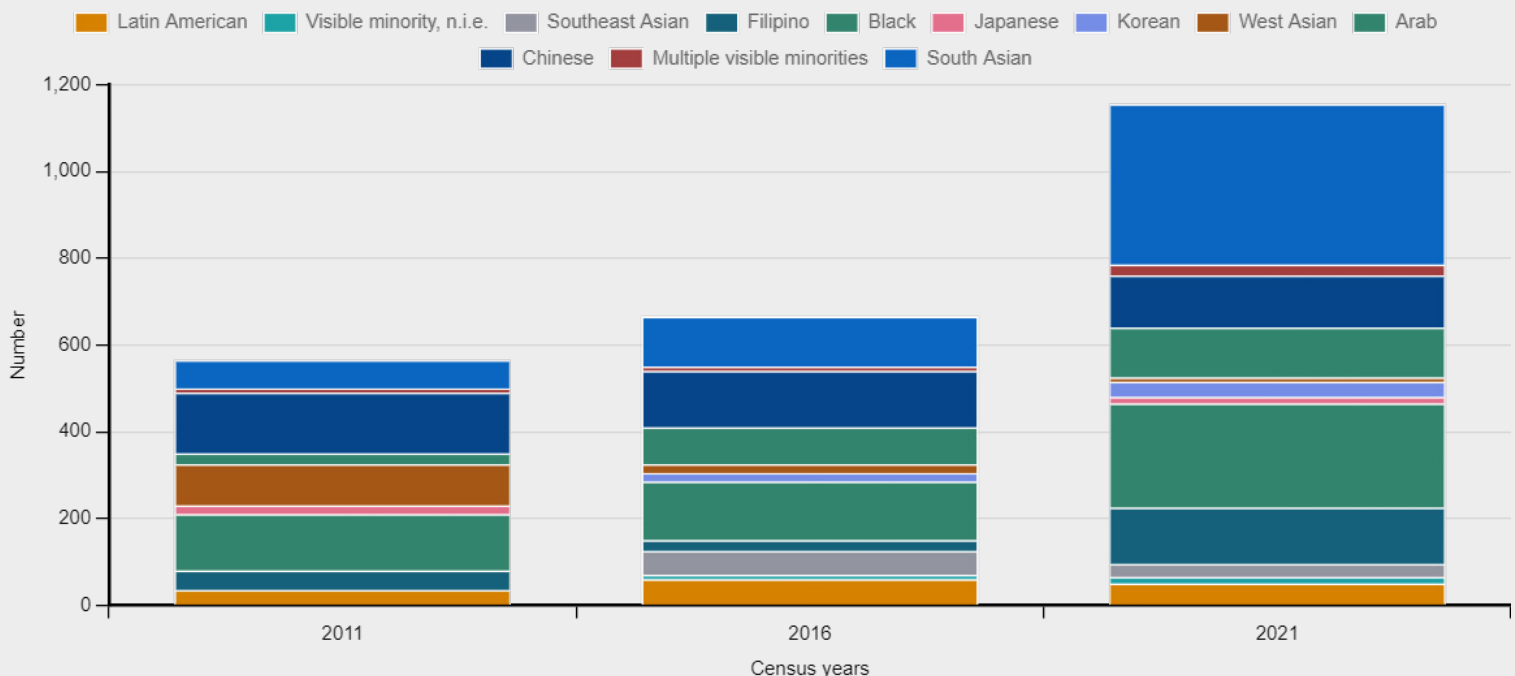
Trends in the past 5 Years

This will encompass stats around current diversity in our community along with emerging trends. We are working with organizations to get updated data since 2021.

Our current community

Diversity is so much more than just where you're from or visible traits, but the below chart is just an example of a way our community has begun to diversify over the years. (Note: In 2021 Census analytical and communications products, the term "visible minority" has been replaced by the terms "racialized population" or "racialized groups", reflecting the increased use of these terms in the public sphere.)

Counts of visible minority groups[2], Lunenburg (County), 2011, 2016, 2021



Target audience

As our community grows and diversifies, our target is not one specific group. This work is for all of us so that our neighbours feel included, safe and like they belong.

Lunenburg County Anti-Racism and Diversity Committee

Name	Relationship to Community
Person 1	Community Member
Person 2	Community Member
Person 3	Community Member
Person 4	Community Member
Person 5	Community Member
Person 6	Community Member
Person 7	Community Member from Acadia First Nation
Person 8	Community Member from Sipekne'katik First Nation
Person 9	Councillor, Municipality of the District of Lunenburg
Person 10	Councillor, District of Chester
Person 11	Councillor, Town of Mahone Bay
Person 12	Town of Lunenburg
Person 13	Town of Bridgewater

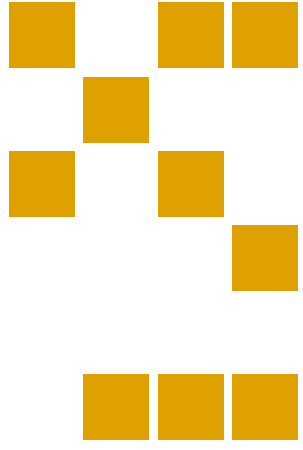
Committee Development in Progress

To ensure we had a diversity of demographics, with prioritization of equity deserving groups, we developed a matrix to anonymize applicants and to ensure members were selected unbiasedly. Additional factors we took into consideration are service sectors important to have representation from (eg. Public Health and the regional School Board)

Progress

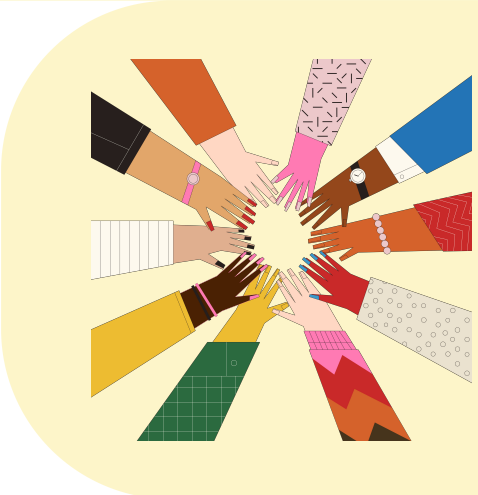
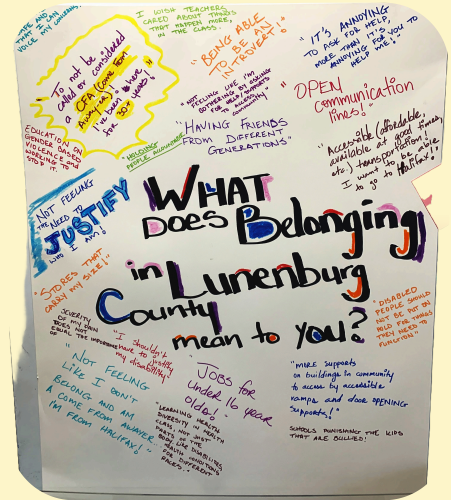
Current Status and Insights

We have been working towards development of an action plan guided by community voices, our regional committee and our Anti-Racism and Diversity Coordinator. As work towards an equitable community starts from not only hearing from equity deserving groups, but also developing trust, this is just the start of the journey together.



COMMUNITY ENGAGEMENT

To guide us during plan development, we went out into community at accessible community spaces such as cafes, libraries, schools and community centres to hear directly the needs, wants and experiences of members within our County. This was done through the main question of "What does belonging in Lunenburg County mean to you?", where we were able to hear from over 40 members of community. This engagement will continue to capture first voice and trends.



INTERNAL MUNICIPAL ENGAGEMENT

Work has been on the go.

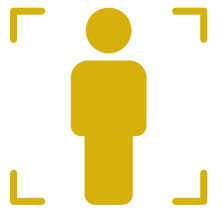
As we have agreed, this work is both out in community, but also within our own municipalities. Through initial conversations with departments, council members and staff, possible action items have been identified for further review. This has helped to inform the key areas of focus within the plan.

COMMITTEE DEVELOPMENT

For diverse voices and municipal decision makers to be in constant conversation with each other, the Lunenburg County Anti-Racism and Diversity Coordinator has been developed with representation from each municipal council, members from sectors that serve community regularly (eg. Public Health and the School Board) and members from equity deserving groups (eg. 2SLGBTQIA+ and newcomers).

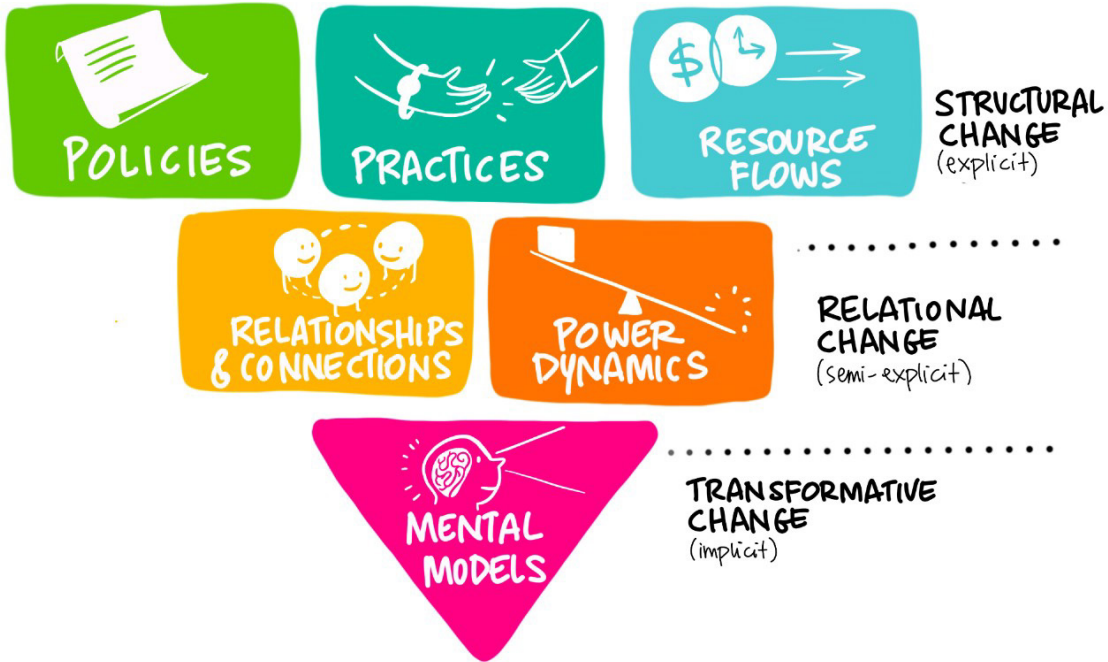


Our Approach



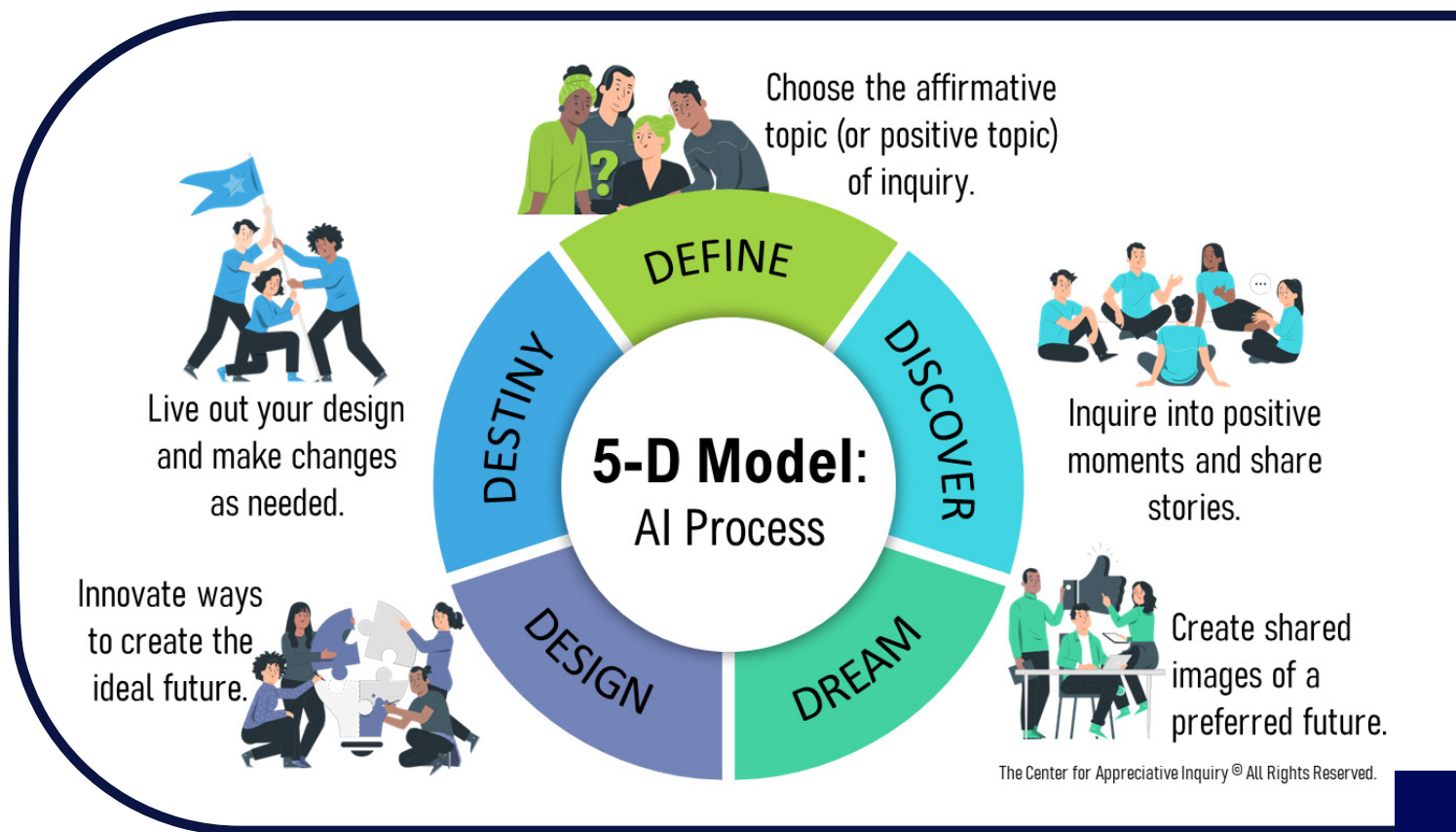
As we determine specific actions in this work, we recognize to develop a strategy of change, it should be focused and informed by first-voice, but also with an understanding of foundational frameworks. **Our Areas of Focus are built upon the Six Conditions of Systems Change and the design of how and when actions are presented is based on the 5D's of Appreciative Inquiry.**

SIX CONDITIONS OF SYSTEMS CHANGE

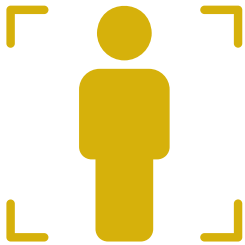


By John Kania, Mark Kramer, Peter Senge

Frameworks Collection by finegood@sfu.ca | Illustrated by sam@drawingchange.com | © CC BY-NC-ND



Areas of Focus



Through both initial public engagement and internal staff and council conversation, the main areas we plan to develop actions within and set goals for ensure we are moving towards creation of equitable practices. These areas also capture the various layers needed to continuously create and track meaningful change.



Areas of Focus



Recruitment & HR

Focus on actions to create working environments and cultures where every individual can feel safe, experience a sense of belonging, and is empowered to achieve their full potential.

Core Themes

- **Person-Centred Processes & Procedures**
As there is so much diversity between each of us, using a person-centred approach helps to identify desired personal outcomes based on the individual's life goals, interests, strengths, abilities, desires, and preferences. as opposed to adhering to systems with inequitable practices.
- **Recruitment and Retention Strategies that focuses on equity and inclusion**
With history of systemic barriers, representation is often limited across levels of organizations. ensuring we are developing recruitment and advancement that supports underserved and underrepresented groups is key.
- **Solutions informed by barriers**
Continuous engagement with community and staff to ensure any responses and change decided on is also not introducing new barriers or not responding to the root issues.
- **Creation of practices to foster a work culture of belonging**
Focus on the unseen elements in the workspaces, so employees feel they belong and are encouraged to not only be themselves but encourage colleagues to also fully be themselves.
- **Awareness of representation, experiences and gaps present**
To ensure we are creating goals that are feasible and first-voice focused, being aware of current representation, the experiences of various groups and the gaps present to inform next steps is crucial in initial years.

Areas of Focus



Awareness

Equality and diversity awareness plays a crucial role in shaping societies and creating culture shift. This area focuses on actions that aims to promote and encourage a general understanding of barriers and challenges people within our community face.

Education & Training

Focus on actions that work towards ensuring community members and staff understand the importance and foundations of equity and inclusivity. Learning is continuous, so actions will always include ways for growth in understanding. Understanding diverse perspectives, cultures, and backgrounds through education and training increases cultural competence.

Core Themes

- **Learning and Growing Together**
People and organizations need opportunities to learn about equity and inclusion. This means sharing information in ways that are easy to understand, offering space for reflection, helping people see how these issues affect their community, and understanding we are continuously learning.
- **Listening to and Sharing Local Diverse Voices**
Everyone's experiences matter, and awareness grows when we hear directly from people in our community who face barriers. By sharing stories and perspectives, we can build empathy, understanding, and a stronger sense of belonging for all.
- **Making Inclusion Visible**
It's important for communities and workplaces to show their commitment to inclusion in clear ways. This could mean using welcoming signs and symbols, making spaces more accessible, or ensuring policies and practices reflect a dedication to equity.
- **Preventing Performativity and Tokenism**
With many approaches being focused on numbers and representation, without true understanding increase or perspective widening, ensuring we develop solutions or make decisions that don't tokenize individuals or are solely performative is a priority.
- **Creating Space for Conversation and Connection**
Awareness and education isn't just about information—it's also about bringing people together. Open discussions, community gatherings, and opportunities to ask questions all help build understanding and encourage people to take action.



Areas of Focus



Policies & Procedures

Focus on actions around current policies, practices and procedures through an EDI and intersectional lens to identify potential gaps, areas for improvement and areas of strength in the recruitment and retention of underrepresented groups.

Core Themes

- **Policy Exploration**
Identification of where barriers may already be present, the trends, and groups affected allows for us to plan and create actions based on our current state.
- **Shared Lense and Approaches**
With learnt behaviours from systemic barriers and possible biases, creation of approaches and practices to introduce equity in policy and procedure review supports and increases staff capacity.
- **Continuous Learning**
Creation of practices to continuously shift policy based on the change in need of the community, instead of shaping community based on policy.
- **Understanding the True Impact of Systems**
Identification of the decision making processes and power distribution. Efforts around understanding "how" we may not take into account the diverse needs, perspectives, and experiences of all individuals and groups in our community helps us to understand how to avoid and not repeat the same mistakes.

Areas of Focus



Safe Brave Space

Focus on developing environments as change occurs for individuals involved, especially those that are equity deserving, throughout engagements, programming, in community and internally organizationally. Ensuring we dedicate a focus to safe space creation for emotion regulation to be fully present for the community we serve to minimize/mitigate further harm, rest from possible discrimination or trauma, and supporting individual and community well-being while still addressing and having needed difficult (and brave) conversation.

Core Themes

- Welcoming Difficult Conversations

In order to move forward in shared understanding, we must invite discomfort and curiosity to create a space that encourages learning. Development of efforts for sharing honestly and equally, and growing individually supports us in learning how to face change as a community.

- Safety of Underrepresented and Underserved Communities

Although change is needed and there will be discomfort, we have a responsibility to minimize further harm to those who have continuously faced inequity. Designing with autonomy and risk mitigation for these groups, moves us closer to justice within our community.

- A Community of Care

So that everyone benefits, everyone contributes, and everyone feels they belong, designing with a community of care is essential. A Community of Care is a living, breathing, virtual gathering place where every relationship is built on intention, trust, and deep care. This is where people commit to showing up for each other in meaningful ways. It's not just about working on projects together —it's about building relationships where care is the priority. (Community of Care Organization)

Areas of Focus



Data, Evaluation & Reporting

In order to improve and ensure work is effective, this area focuses on actions that informs us of the diversity of community and the varied experiences, identify barriers to inclusion, development and evaluation of inclusive programs, supports, and services, and track progress.

Core Themes

- People over Performance

Setting one standard of achievement often doesn't capture the whole picture of the impact. As there large differences between us in community, setting metrics that are focused around people and individual experience to report on, makes sure we are not focusing on numbers and singular perspectives.

- Progress over Perfection

Equity work is always evolving. Achieving perfection on the first, second or third attempt, is not possible. Making sure we develop and monitor efforts focused on the shifts closer to a more equitable society is important. With each step, we learn and are able to apply those learnings to next steps.

- Adapting to Changing Needs

Equity work is always evolving. As communities grow and challenges shift, efforts to stay aware should continue to respond to new issues, reflect emerging voices, and encourages ongoing learning.

Proposed Actions

Through initial engagement we have developed some draft action items, but are subject to committee review and submission to council for final reviews.

As we conducted engagement and continue to do so, we have partnered with many community organizations to implement actions and have wider community impact. Some of these partners are:



We understand as this is community work, we need to grow in collaboration. We anticipate tracking the additional partners we engage with over the years to capture larger community ownership and awareness of equity work

If you are interested in working with us, please connect with the regional coordinator: groberts@chester.ca.

PARTNERS

Next Steps & Action Items

As we have identified opportunities to begin this work, it is only the start...



- ➔ Continue community engagement to inform further plan development.
- ➔ Conduct committee review of draft action items for final plan development, then submit final plan for Council approval.
- ➔ Develop regional stance for equity efforts.
- ➔ Develop implementation plans for each municipal unit based on agreed upon action items.
- ➔ Begin action, do the work!

Subject: Electric Rate Study

Prepared by: Lisa Dagley, Director of Finance

Date: March 25, 2025 Council Meeting



Recommendation

Approve that the Town of Lunenburg's Electric Utility submits a rate application with an overall increase of 16.7% to electricity rates, which includes a Domestic increase of 11.3%, to the Nova Scotia Utility and Review Board.

Alternatives

- Deny the request.
- Modify the request
- Request additional information

Background

The 2024/25 Approved Operating Budget for the Lunenburg Electric Utility (LEU) included the undertaking of an Electric Rate Study. As Council is aware the LEU's 2024/25 Operating Budget has a deficit of \$511,400 at current approved rates.

The Rate Consulting firm of BDR were hired to complete the Rate Study. BDR has prepared successful General Rate Applications (GRAs) for Berwick, Riverport, Antigonish and Mahone Bay. BDR worked with Town staff to gather data to complete the analysis for the Rate Study.

In order to implement any change in rates, the LEU must submit an application to the Nova Scotia Utility and Review Board (NSUARB or Board) for approval.

Discussion and Financial

The Lunenburg Electric Utility has not had a General Rate Increase since 2013, the only increases have been from power cost flow-throughs (a formula prescribed and approved by the Board). The Utility has managed, in part, to this point without a General Rate Increase as new capital expenditures have been low.

Lower capital investments combined with some growth in customer usage, which provided more revenue without adding proportionately to internal costs helped to defer a General Rate Increase. However, the ability of any utility to continue on that basis is not unlimited. In the past five years only those ended March 31, 2020 and 2022 had any reserve transfers and those were relatively small. Since 2022, the Utility has experienced operating losses.

For fiscal 2024/25 Staff are estimating that \$885,000 of capital will be completed with another \$3.2M expected in 2025/26. The largest component of 2025/26 capital work is the \$2.373M for upgrades to feeders (approved by Council March 11, 2025). The Electric Utility’s five-year capital plan totals \$14M. Capital investment is a significant driver to the increased power rates in the Study.

Based on the analysis completed, LEU needs an average increase to electric rates of 16.7% to cover all current expenses including interest and principal repayment for the year 2025/26. This will also provide a net income of \$425,000 which will be used to fund part of any new capital. The Utility needs net income to mitigate borrowings for future capital projects. This increase will also recover the 2025 increase in NSPI’s rate for wholesale power.

The Rate Study develops how the overall increase should be shared among classes of LEU customers and reflects the policies of the NSUARB. The NSUARB has guidelines for the ratio of revenue to the costs allocated by the study. When a customer class pays an amount close to what it costs to serve them, it is considered fair. Ultimately, the goal is to limit bill increases for all customers, but particularly for domestic customers.

The consultants have prepared Calculation of Revenue to Cost Ratios (Schedule 1). Ideally the ratio should be between 95% and 105% for each customer class. As shown in the Schedule 1 most classes are mid-point of the desired range, circled in blue. Another consideration is that the NSUARB is typically opposed to rates increases over 20% in a single year and could potentially order a phase-in of rates over 20% (i.e. part of the increase coming into effect on approval, and the rest in the following year), circled in green.

Exceptions:

Domestic Time of Day (TOD)	21 customers	The % increase for this class isn’t the same as the standard Domestic class as the rate is set in relation to Domestic Rate, and therefore there is no flexibility to adjust these rates independently to achieve a target increase.
Small General Service	223 customers	Previously this rate has been higher than the NSP rate and the proposed increase aligns with the other commercial classes.

Street Lights	58 private street light customers	To mitigate the rate increase to the Domestic class this class was pushed to the maximum Ratio of Revenue to Cost (105%). As the Town is the largest customer in this class, the Board is unlikely to be concerned about phasing. This 38.7% increase will cost approximately \$56K or \$0.013 on the Tax Rate.
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A comparison of the proposed Domestic Rate increase was completed in relation to the NSP Rates as shown in Schedule 2. Based on the most recent rates approved for NSP the LEU rates are still below NSP Rates by 2.7% (calculated using average consumption of 837kWh), circled in purple.

This rate study is based on fiscal 2025/26 as the only Test Year. Additional Rate Applications will be required based on the five-year capital plan.

The consultants from BDR will present the Rate Study at the March 25 Council meeting (Schedule 3).

The full Rate Study is attached to this report (Schedule 4).

Strategic Plan Relevance

Servicing Facilities: A town where the long-term infrastructure needs of the community are met through strategic management and incremental, well-phased upgrades that are financially sustainable.

Relevant Legislation

Public Utilities Act
Electricity Act

Communications

Once the NSUARB receives the Rate Application and sets a hearing date they also advise the Utility on required advertising and customer notifications.

Attachments

- Schedule 1 – Revenue to Cost Ratios
- Schedule 2 – Domestic Rate Comparison
- Schedule 3 – Rate Study Presentation
- Schedule 4 – Rate Study

How will the Rate Increase be Shared by Customer Classes

	Total	Domestic Standard	Domestic Time of Day	Small General Service	General Service	Large General Service	Unmetered Loads incl Street Light
Revenues							
Direct Revenues at Current Rates	7,470,334	3,475,395	72,632	179,736	2,284,300	1,308,136	150,135
Additional Revenues from Proposed Rates	1,249,008	391,700	6,998	37,745	479,703	274,709	58,154
Allocated Revenues	176,280	80,098	1,180	6,109	59,270	24,514	5,109
Total Revenues	8,895,622	3,947,193	80,810	223,590	2,823,273	1,607,359	213,397
Allocated Costs	8,895,622	3,858,566	73,220	256,985	2,845,959	1,657,656	203,235
Ratio of Revenue to Cost	100.00%	102.30%	110.37%	87.00%	99.20%	96.97%	105.00%
Revenue Short or (Over)	0	(88,627)	(7,590)	33,396	22,686	50,297	(10,162)
Percentage Rate Change	16.7%	11.3%	9.6%	21.0%	21.0%	21.0%	38.7%

BDR

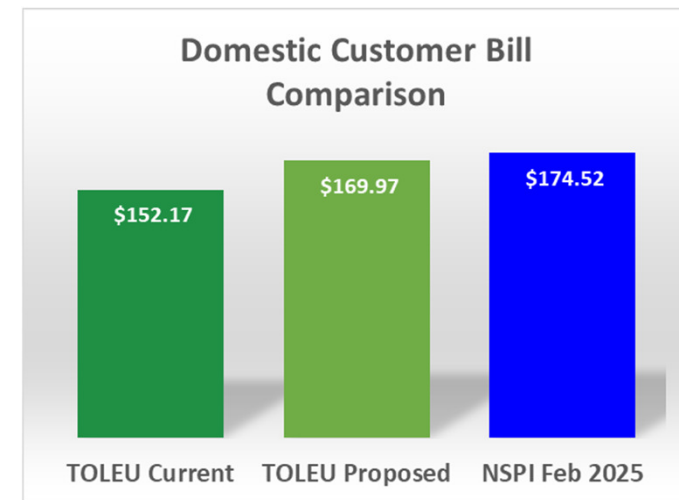
Domestic Customers- Bill Impact of Proposed Rate Increase

Rates	TOLEU - Current Rates	TOLEU - Proposed Rates	NSPI - As of Feb 18 2025
Basic - \$/month	\$ 12.42	\$ 15.80	\$ 19.17
Variable - cents/kWh	first 200 kWh 17.975	all kWh 18.420	all kWh 18.56
	> 200 kWh 16.295		
Monthly Bill:			
Basic Charge	\$ 12.42	\$ 15.80	\$ 19.17
Energy	\$ 139.75	\$ 154.17	\$ 155.35
Total	\$ 152.17	\$ 169.97	\$ 174.52
% Difference - NSPI to TOLEU Proposed			2.7%

- Bills for TOLEU remain below NSPI for Domestic customers

- Computations based on a monthly bill with average usage of **837 kWh** per month
- Customers typically consume less than average in summer months, more than average in winter months
- With an 837 kWh consumption customers can expect an increase of \$17.80 per month

BDR



*RATE STUDY AND
APPLICATION TO THE NSUARB
“GRA”*

*Prepared for
Council of the Town of Lunenburg
March 25, 2025*

What's in the Rate Study

- **General information about the utility**
- **Detail of assets and their value, including planned new assets**
- **Total amount invested, including asset value and working capital**
- **Detail of costs to be recovered (cost of power, operating, maintenance and admin expenses, amortization, interest, debt repayment, net income)**
- **Calculation of total revenue needed to cover costs**
- **How much revenue the utility will be short at current rates**
- **Proposal for the rates to each customer class**
- **Any other changes**
- **Applications need to show that an increase is necessary and that the rates are fair to customers**

BDR

Regulatory Process

- **Must get approval from NSUARB in order to change rates. Rate study is the “evidence” to demonstrate to the NSUARB the rate increase is needed**
- **Before filing Rate Study with NSUARB, must have approval from Council**
- **Town staff plan to file within a few days of Council approval**
- **Notices to stakeholders**
- **Any stakeholder may participate, ask questions and give their position on issues to the NSUARB**
- **NSUARB staff and intervening stakeholders may ask written questions**
- **Hearing**
- **NSUARB Decision**
- **File “Compliance Filing”, and implement new rates**

BDR

Why TOLEU needs a General Rate Increase

- No increase since 2013, other than for cost of power (flow-through)
- TOLEU has been able to continue financially on this basis until now
- This is because new capital expenditures have historically been low
- In the current year, Staff estimate \$885,000 in new capital, with \$3.2 million in 2025/26 financial year
- These are part of a multi-year program of about \$14 million in new capital, so TOLEU will need to consider rate increases over several years.
- A higher rate in 2025/26 will help position TOLEU for financial stability as it addresses the need to expand and upgrade its system

BDR

Magnitude of Increase Needed

- According to the analysis done, TOLEU needs an average increase to electricity rates of 16.7% to cover all current expenses including interest and principal repayment for the year 2025/26, and to provide a net income of \$425,000, which will be used in part to fund new capital
- This increase will also recover this year's increase in NSPI's rate for wholesale power
- Rate Study develops how the overall increase should be shared among classes of TOLEU customers, reflects the policies of the NSUARB, which must approve the rate increase:
 - Domestic customers, 11.3% (Time of Day 9.6%)
 - All General Service subclasses, 21.0%
 - Street Lighting, 38.7%

BDR

Rate Base – Lunenburg Electric Utility

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
ACCOUNT	\$	\$	\$	\$	\$	\$	\$
	Actual	Actual	Actual	Actual	Actual	Projected	Budgeted
Intangible assets							
Account total	-	-	-	-	-	105,000	52,500
Substations							
Account total	1,579,161	1,520,320	1,548,421	1,457,136	1,364,709	1,272,283	1,376,356
Distribution							
Account total	1,086,968	1,184,188	1,466,574	2,447,038	2,687,421	3,302,773	6,073,776
General Property							
Account Total	166,833	156,266	145,699	136,421	113,817	106,204	98,590
Total Plant	2,832,962	2,860,773	3,160,694	4,040,595	4,165,948	4,786,260	7,601,222
Working Capital Allowance							788,243
Total Rate Base							8,389,465

Operating Results

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
ACCOUNT	\$	\$	\$	\$	\$	\$	\$
	Actual	Actual	Actual	Actual	Actual	Projected	Test Year
Revenue							
Total	6,635,674	6,584,356	6,807,256	6,720,777	7,401,623	7,538,495	7,646,614
Operating Expense							
Power Purchases	5,212,593	5,151,340	5,289,354	5,300,756	6,066,397	6,130,292	6,325,911
Substations	37,915	40,275	44,652	38,321	38,853	58,600	60,945
Transmission and Distribution	428,628	455,574	346,907	388,675	418,875	579,500	680,116
Depreciation	199,030	207,627	214,592	181,228	238,413	264,688	427,162
Administrative and General	450,126	450,648	498,713	549,893	512,275	621,100	643,976
Billing and Meter Reading	110,909	130,195	116,322	157,372	139,537	150,500	156,480
Provision for Uncollectible Electric	17,316	15,767	2,506	22,511	42,546	15,000	15,000
Total	6,456,517	6,451,426	6,513,046	6,638,756	7,456,896	7,819,680	8,309,591
Interest on Debt	34,674	30,126	21,002	4,878	4,279	3,800	27,800
Debt Repayment	100,000	100,000	100,000	100,000	100,000	100,000	133,000
Transfer to Reserves	44,000		173,000				
Operating profit (loss)	483	2,804	208	(22,857)	(159,552)	(384,985)	(823,777)

BDR

Cost Allocation and Revenue/Cost Ratios

- **Cost allocation study is part of the Rate Study, evidence to the NSUARB**
- **Indicate how much of the Revenue Requirement each customer class should pay**
- **Standard for fair rates is relationship to allocated cost**
- **Costs are incurred to provide services to all classes, shared resources**
- **Widely used methods, but some judgment always involved**
- **TOLEU does not have the data or resources for detailed studies**
- **Therefore we used standard factors and estimates**
- **NSUARB may order studies to produce better data, as part of the Decision, to be done in the future**

BDR

How will the Rate Increase be Shared by Customer Classes

	Total	Domestic Standard	Domestic Time of Day	Small General Service	General Service	Large General Service	Unmetered Loads incl Street Light
Revenues							
Direct Revenues at Current Rates	7,470,334	3,475,395	72,632	179,736	2,284,300	1,308,136	150,135
Additional Revenues from Proposed Rates	1,249,008	391,700	6,998	37,745	479,703	274,709	58,154
Allocated Revenues	176,280	80,098	1,180	6,109	59,270	24,514	5,109
Total Revenues	8,895,622	3,947,193	80,810	223,590	2,823,273	1,607,359	213,397
Allocated Costs	8,895,622	3,858,566	73,220	256,985	2,845,959	1,657,656	203,235
Ratio of Revenue to Cost	100.00%	102.30%	110.37%	87.00%	99.20%	96.97%	105.00%
Revenue Short or (Over)	0	(88,627)	(7,590)	33,396	22,686	50,297	(10,162)
Percentage Rate Change	16.7%	11.3%	9.6%	21.0%	21.0%	21.0%	38.7%

Proposal for Class Rate Increases

- The NSUARB has guidelines for the ratio of revenue to the costs allocated by the study. When a customer class pays an amount close to what it costs to serve them, it is considered fair.
- Ratio should be between 95% and 105%
- Want to limit bill increases to all customer but particularly for domestic customers.
- Street Lighting proposed to receive an increase of 38.7%, bringing it to the top of the 95-105 range
- The General Service classes need a larger than average increase. We have proposed 21%; this puts GS and LGS in lower half of range
- Domestic increase 11.3%, to recover all additional revenue needed.
- The NSUARB may order different treatment, or phase-in of increases

BDR

Domestic Customers

- Domestic customers are the largest group of customers
- We compared bills at typical summer consumption, typical mid-winter consumption, and annual average consumption to show impacts.
- We also compared results for the same size consumptions at NSPI rates.
- As the proposed increase includes the effects of 2025 cost of power, no other increases are foreseen during 2025.

BDR

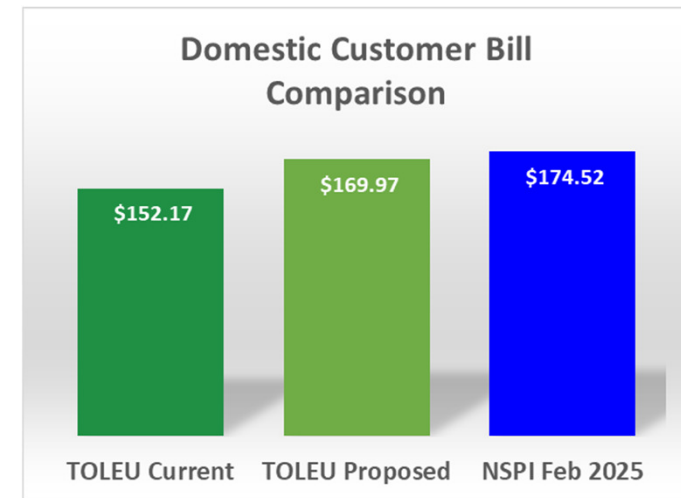
Domestic Customers- Bill Impact of Proposed Rate Increase

Rates	TOLEU - Current Rates	TOLEU - Proposed Rates	NSPI - As of Feb 18 2025
Basic - \$/month	\$ 12.42	\$ 15.80	\$ 19.17
Variable - cents/kWh	first 200 kWh 17.975	all kWh 18.420	all kWh 18.56
	> 200 kWh 16.295		
Monthly Bill:			
Basic Charge	\$ 12.42	\$ 15.80	\$ 19.17
Energy	\$ 139.75	\$ 154.17	\$ 155.35
Total	\$ 152.17	\$ 169.97	\$ 174.52
% Difference - NSPI to TOLEU Proposed			2.7%

- Bills for TOLEU remain below NSPI for Domestic customers

- Computations based on a monthly bill with average usage of **837 kWh** per month
- Customers typically consume less than average in summer months, more than average in winter months
- With an 837 kWh consumption customers can expect an increase of \$17.80 per month

BDR



Keeping Everything in Perspective

- Magnitude of increase is 16.7%.
- This is in part mitigated by TOLEU regularly updating its rates through flow-through applications in the past.
- Expect to need another full General Rate Application within 2 years to begin incorporating costs of system expansion and upgrade program into rates.

BDR

Things to Understand about the Regulatory Process

- **NSUARB** has the power to accept or reject any proposal of a Utility or order something completely different
- **NSUARB** may consider opinions of its own staff, consultants or stakeholders in making a decision
- **Can:**
 - Reduce revenue requirement
 - Adjust rates to any customer class
- Therefore final results may be different from what the Utility has requested
- **TOLEU** should expect to apply again later for further changes in rates, to support planned capital to improve service to its customers.

BDR

Next Steps

- **Council passes a motion to approve the Rate Study for filing with NSUARB**
- **Next weeks or months - Follow process determined by NSUARB, including responses to questions, hearing, and filing of final rates**
- **This will take several months before final rates are approved and can be put into effect.**

BDR

Questions



BDR

**THE TOWN OF LUNENBURG ELECTRIC UTILITY
RATE STUDY**

March, 2025

THE TOWN OF LUNENBURG ELECTRIC UTILITY

RATE STUDY

March, 2025

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Organization of this Rate Study

This Evidence is organized around the sequence of analysis leading to this proposal of the Town of Lunenburg Electric Utility (“TOLEU”) for a Revenue Requirement, allocation of the Revenue Requirement to customer classes, and proposal for rates to recover the Revenue Requirement from customers, for the proposed Test Year.

Tab A introduces some facts about TOLEU’s service territory, scope of operations, staffing, and sets out the main factors which have made it crucial for TOLEU to request immediate rate relief.

Tab B presents TOLEU’s asset base for recent historic years and for the Test Year. Tab B also addresses TOLEU’s requested working capital allowance as a component of its Rate Base.

Tab C sets out TOLEU’s proposed rate of return on rate base.

Tab D details the approach, methodology and results of TOLEU’s load forecast for the Test Year.

Tab E provides operating revenues and expenses for historic years, current year and Test Year, and details the key factors responsible for the higher costs TOLEU expects to experience in the Test Year.

Tab F explains computations of the Revenue Requirement, based on the operating expenses and return on rate base, and computes the additional revenue that TOLEU will need to cover the costs of service in the Test Year.

Tab G explains the methodology used to allocate the Revenue Requirement to customer classes, and provides detailed computations.

Tab H explains TOLEU’s proposals for rate adjustments for the Test Year, and demonstrates that the proposed rates will permit TOLEU to recover its Revenue Requirement assuming the budgeted level of expenditures and sales as forecast on a weather normalized basis.

Tab I provides TOLEU’s proposed Rate Schedule for the Test Year, subject to approval by the Board.

Tab J is TOLEU’s proposed Rules and Regulations, including the change in fees being requested.

1 Tab A – Introduction and Administrative Matters

1.1 Background Information about the Applicant

The Town of Lunenburg Electric Utility (“TOLEU” or the “Utility”) is a distributing utility, supplying electricity service in the Town of Lunenburg and surrounding communities, including Garden Lots, Blue Rocks, First Peninsula, Stonehurst, Mason’s Beach and Lilydale. The Utility currently (2024/25) serves approximately 2,320 metered Domestic and non-Domestic customers, as well as unmetered lighting services. TOLEU is regulated by the Nova Scotia Utility and Review Board (“UARB” or the “Board”).

TOLEU’s management, financial and customer service functions are performed by staff who are employees of the Town and who are shared with other functions of the Town. Sharing the Town’s qualified staff with the Utility creates economies of scale and scope that benefit electricity customers. System design, construction, operations and maintenance functions have been performed for TOLEU by Nova Scotia Power Inc. (NSPI) since May 2018 under a contract which has been extended to May 2025. TOLEU also uses the services of external specialists on an as-needed basis.

Wholesale electricity supply is purchased entirely from NSPI at the UARB-approved Municipal Rate.

For purposes of this Application, TOLEU has submitted data for its financial year ended March 31, 2026 (2025/26) as the Test Year. The system peak for the Test Year is forecast at 9,116 kW on a weather-normalized basis.

The metered customer base forecast for the Test Year consists of:

Number of Customers in Class	2025/26
Domestic including Time of Day Rates	1,919
Small General Service	223
General Service	194
Large General Service	3

In recent years, TOLEU has experienced modest growth in its customer base and total energy served. Details are provided in Exhibit 2.

1.2 Need for Rate Increase at this Time

TOLEU’s last General Rate Application (“GRA”) was filed with the Board on August 13, 2013 and resulted in a Decision under Matter M05845 dated December 5, 2013. Since then, TOLEU’s rates have risen as a result of flow-through of changes in the cost of purchased power, of which the most recent was approved by the Board under M11482 and came into effect on January 1, 2024.

TOLEU has been able to continue without increases to its Board-approved distribution revenue requirement because of the flow-through mechanism and a modest program of capital additions. In four of the most recent years for which audited financial statements are available (years ended March 2020, 2021, 2022 and 2023) revenues have been adequate to cover current operating expenses, scheduled repayments of principal on a long-term loan, and some transfers to reserves. However for

the financial year (2023/24), an operating loss was experienced, without accounting for loan repayments, and no transfer to reserves was made. Operating losses are projected in the current year (2024/25) of \$384,985.

As well as budgeted escalations in administrative, general and customer service costs, increases in TOLEU's projected costs for the Test Year are being driven by a planned five-year program of capital spending totaling approximately \$14 million for substation and distribution assets, which will increase operating and maintenance costs, amortization and interest on long-term borrowing (as the spending will be funded primarily through long-term loans). Of this five-year program, approximately \$2.6 million in capital spending is planned for the Test year, which will be in addition to TOLEU's budget of \$670,000 for routine capital work. All of the forecast capital work is needed urgently in order to continue providing safe and reliable service to TOLEU's electricity customers, at the standard expected of a modern distribution utility. TOLEU anticipates filing an application to the Board for approval of capital projects in the near future.

On this basis, TOLEU has concluded that it cannot continue to provide service at the currently approved rates without severe detriment to its financial integrity.

1.3 Approvals Being Requested in this Application

TOLEU hereby requests from the Board the following:

- Approval of financial year 2025/26 as the Test Year, reflecting planned capital spending of \$885,000 in 2024/25 and \$ 3,242,125 in 2025/26, resulting revenue requirement increases year over year;
- Subject to approval of TOLEU's application for approval of its major capital projects by the Board, approval of the planned capital expenditure plan for the Test Year and the related costs;
- Approval of all incurred and budgeted costs for advisors and legal counsel related to this Application estimated at a total of \$105,000, to be capitalized as incurred in 2024/25 and recovered through amortization over the Test Year and the year following (i.e. 50% per year). TOLEU anticipates in view of the planned rapid growth of its rate base, that it will need a further GRA within two years.
- Approval of the Revenue Requirement of \$ 8,895,622 for 2025/26, comprised of the costs summarized in Exhibit 5.

- Approval of the proposed allocation of a revenue shortfall for the Test Year of \$1,249,008, to be recovered from TOLEU's customer classes through the following rate increases:

Domestic (standard, non-Time of Day)	11.3%
Domestic Time of Day	9.6%
Small General Service	21.0%
General Service	21.0%
Large General Service	21.0%
Unmetered Loads incl. Street Light	38.7%

Computation of these percentage rate increases and resulting revenue to cost ratios of each customer class is shown in Exhibit 6. Computation of rates to reflect these increases and proof of revenue are provided in Exhibit 7.

- Approval of the Schedule of Rates and Charges as proposed in Tab I of this Rate Study, or as amended to reflect the Revenue Requirement approved by the Board, to take effect for all electricity consumption or other services rendered on and after the date of the Board's Decision with respect to this Application.
- Approval of the Schedule of Rules and Regulations Governing the Supply of Electric Services included in Tab J of this Rate Study, including an increase in the rates for third party attachments to its poles from the currently approved \$14.15 per pole per annum to \$22.00 per pole per annum. TOLEU draws to the attention of the Board that at the time of its previous rate approval, the section of its Rules and Regulations setting out the fees for pole attachments appears to have been inadvertently excluded from the approved copy. TOLEU requests approval to add pole attachments at the rate approved by the Board in this Application to the Rules and Regulations.
- TOLEU wishes to change its regular Permit and Inspection Fees as set out in Schedule B, to match those of NSPI, as NSPI provides those services to TOLEU at the same rate as set out in NSPI's approved fee schedule.
- TOLEU has not reflected its proposed changes to Pole Attachment charges or Permit and Inspection Fees in its financial data as filed or in computation of the required increases in electricity rates. TOLEU proposes, if the Board approves these proposed changes, to make the adjustment when preparing its Compliance Filing. TOLEU estimates the impact of these changes as a reduction in its revenue shortfall in the order of \$12,000, to be applied to the benefit of electricity customers.

2 Tab B – Rate Base

TOLEU's rate base for the Test Year is supported by Exhibits 1-1 (Gross Plant) and 1-2 (Net Plant). Each of these schedules shows plant balances for the financial years ended March 31, 2020, 2021 and 2022, 2023 and 2024, which are on an actual basis, projections for the current financial year ending March 31, 2025, and a budget for the Test Year, which is the year ended March 31, 2026.

A review of these schedules shows that in recent years, the Utility has carried out a modest program of needed replacement work on its distribution system, including progress toward the mandated replacement of transformers to eliminate PCBs, completion of full LED street lighting conversion, and acquisition of needed equipment.

For the current year, capital expenditure includes the addition of a voltage regulator at a cost of \$250,000, to address an identified service issue. The current year's capital includes \$105,000 in costs related to this GRA, which TOLEU proposes to be amortized in the Test Year and the following year, at 50% per year.

Planned capital additions in the Test Year 2025/26 include TOLEU’s routine replacements, and the year’s component of TOLEU’s planned five-year \$14 million program of critical upgrades on its distribution system, existing substation upgrades/modifications, and the construction of a new substation. These upgrades allow for increased reliability, expansion for new customers to connect to the grid, and capacity for existing customers to upgrade their service to support the growth of renewables and charging of electric vehicles.

The following table provides a breakdown of the total Test Year capital into four components: Routine Work, Kissing Bridge, Green Street, and initial expenditures related to planned new substation.

Asset Class	Routine Work	Kissing Bridge	Green St.	Substation	Total
Meters	\$ 10,000				\$ 10,000
Overhead Conductors	\$ 230,000	\$ 950,000	\$ 211,000		\$ 1,391,000
Poles & Fixtures	\$ 105,000	\$ 546,000	\$ 165,000		\$ 816,000
Services	\$ 65,000	\$ 100,000			\$ 165,000
Transformers - Line	\$ 250,000	\$ 300,000	\$ 100,125		\$ 650,125
Street Lighting	\$ 10,000				\$ 10,000
Substation Land				\$ 100,000	\$ 100,000
Consultant (30% design package)				\$ 100,000	\$ 100,000
Total	\$ 670,000	\$ 1,896,000	\$ 476,125	\$ 200,000	\$ 3,242,125

TOLEU submits that the planned capital expenditures are necessary for the continued safe and reliable operation of its distribution system and supply of its customer base.

Exhibit 1-2 shows the dollar value of each asset class, net of accumulated amortization. Completion of the planned capital work for the Test Year will result in a net asset base that is more than 2.6 times the value it was in 2019/20.

This schedule also shows the budgeted amortization expenses for the Test Year (\$427,162), distributed to asset classes to enable appropriate allocation of costs. TOLEU’s assets are being amortized at the rate of 3.5% annually.

TOLEU is proposing a Test Year rate base that includes a March 31, 2026 budgeted net plant balance of \$7,601,222.

In addition, TOLEU requests approval of a working capital allowance of \$ 788,243. This allowance is based on an estimated 36 days’ payment lag (10%) applied to its forecast \$ 7,882,428 in net cash expenses (cost of purchased power and operations, maintenance and administrative costs, but excluding amortization expense). The computation of this proposed allowance is shown on Exhibit 3. Reflecting its contract with NSPI for system design and construction services, TOLEU will not be requesting any inventory allowance as part of its working capital.

On this basis, TOLEU is requesting the Board’s approval of a rate base of \$ 8,389,465 for the Test Year. The computation is shown at the bottom of Exhibit 1-2.

3 Tab C – Rate of Return

TOLEU is requesting the Board’s approval of a rate of return on its rate base of 5.40%. This is calculated based on deemed capital structure of 60% debt and 40% equity, which the same equity thickness recently approved for other municipal distributors in Nova Scotia, and is also a structure that has been considered reasonable for small distribution utilities elsewhere in Canada.

TOLEU has \$200,000 in debt effective at the end of the current fiscal year, but anticipates borrowing funds during the Test Year at Municipal Finance Corporation rates to fund its extensive planned system upgrade and expansion project upon approval by the Board. TOLEU plans to borrow approximately \$500,000 in the Test Year. TOLEU estimated its cost of such debt at 5.0%, but pending further information is proposing a cost of debt in its revenue requirement of 4.0%.

TOLEU proposes a rate of return on the proposed 40% equity component of the capital structure of 7.5% percent, which is the rate approved by the Board for the Riverport, Mahone Bay, Berwick and Antigonish utilities.

The proposed debt rate of 4.0% and equity rate of 7.5% result in a weighted average cost of capital of 5.40%.

TOLEU has not retained specialist expertise on cost of equity. TOLEU believes the cost of such expertise would exceed the increment to revenue requirement it might be granted, as compared with a return on equity of 7.5% as previously approved for municipal utilities by this Board. On that basis, TOLEU concludes that it would not be in the interest either of the utility or of its customers for such specialist to be retained.

A weighted average cost of capital of 5.40% applied to rate base of \$ 8,389,465 is calculated in Exhibit 3 at \$ 453,031. This amount would recover interest on TOLEU’s debt balance and allow TOLEU the opportunity to earn a net income of \$ 425,231.

4 Tab D – Load Forecast

4.1 Forecast Methodology

In the absence of prior analysis, a forecast methodology similar to what has been recently filed with the Board for the Riverport Electric Light Commission (M10810), Mahone Bay Electric Commission (M10832) and the Town of Antigonish Electric Utility (M11441) was developed for this Application.

Data was collected for the number of customers and monthly kWh consumption for each customer class of TOLEU on an actual basis for the 10-year period from FY 2015 through FY 2024. Data was also obtained for heating degree days (“HDD”) for this same historic period. TOLEU understands that

although historically many utilities have used 30-year historic averages to reflect “normal” weather, more recently there has been a move to use 10-year data in order to better reflect the recent trend to warmer temperatures. A review of information filed by NSPI showed that NSPI used 10 years of weather data for the load forecasts in its 2022 application¹. For the purpose of this load forecast TOLEU has used the 10 years of historic data from FY 2015 to 2024 as it is anticipated that this will be acceptable to the Board in its case.

Based on review of the material, TOLEU understands that for its Domestic forecast, NSPI uses as input variables the annual heating degree days, economic variables, and appliance saturation data. There is no mention as to whether cooling degree days are considered. TOLEU does not have economic or appliance data specific to its service territory, and has no information to conclude whether province-wide data would be appropriate to its service territory. Therefore, the Domestic sales forecast for TOLEU is based on HDD data for weather normalization and observed trends in TOLEU’s own customer base and per-customer consumption.

Per-customer consumption was weather-normalized for the historic period, incorporating an observed slight downward trend in HDD over the historic period to allow the trend in consumption to be reflected.

Like NSPI, TOLEU has computed the total forecast of Domestic sales as the product of a forecast number of customers and a forecast of consumption per customer based on normal (heating) weather.

For the forecast of the Time of Day and Small General Service customers and loads, TOLEU observed a weather sensitive trend to consumption and as such has also used HDD data for weather normalization and observed consumption trends. Based on recent trends and customer knowledge, the number of customers for these two customer classes is forecast to have modest growth.

TOLEU has relied primarily on observed historic trends and knowledge of its customer base to forecast the General and Large General customer class loads for the Test Year. TOLEU submits this approach is more specific and relevant than the alternative, which is to assume that province-wide economic and business factors will be reflected uniformly in TOLEU’s service territory. Loads have not been weather normalized for these customer classes for reasons discussed below.

For unmetered loads, the number of connections from TOLEU records is 661 which includes 595 street lights in service for the Town of Lunenburg, 58 lights for individual private customers, 8 lights for the Department of Transportation and 13 cable connections. All of the installed light fixtures are LED’s ranging from 43 - 83 watts. The cable connections operate at 100% load factor, with 12 fixtures at 100 watts and one fixture at 417 watts.

In addition to energy sales (kWh), for the General and Large General Service classes the average per customer monthly billing demand (kW) has also been forecast in order to calculate revenues for the test year. The Test Year billing demand has been forecast based on a monthly factor calculated using historical demand and energy consumption data for the past two years. For each month, the factor is calculated as the historical billing demand divided by the energy consumed (kW/kWh). As an example, the factor for January (calculated average using historical data for Jan 2023 and Jan 2024) is multiplied by the forecast energy consumption for January 2025 to forecast the monthly billing demand for January

¹ 2022-2024 GRA Direct Evidence Appendix 3A Load Forecast Details

2025. The underlying assumption is that the changes in energy consumption will result in a proportionate change in demand. Based on this approach, the forecast average customer billing demand is 19.4 kW for General Service, and 691.3 kW for Large General.

All kWh sales forecasts have been escalated to adjust for distribution losses at a factor of 3.6% to produce a forecast for aggregate power purchases.

TOLEU purchases power from NSPI under the Municipal Tariff which includes both an energy and demand rate component. The NSPI Municipal Tariff demand charge is calculated based on the maximum winter peak demand (winter includes the months of December, January, and February) incurred in the current month or previous 11 months. The test year winter demand has been forecast using the average actual load factors for the past two fiscal years of 67.0%. The demand in each winter month has been calculated using the forecast energy consumption and the average winter load factor of 67.0% (Demand kW = energy kWh / hours in month / load factor). The NSPI demand charge is then calculated using the maximum forecast demand for the current month or previous eleven months as already noted above.

4.2 Forecast Results (Test Year 2025/26)

4.2.1 Domestic (Standard)

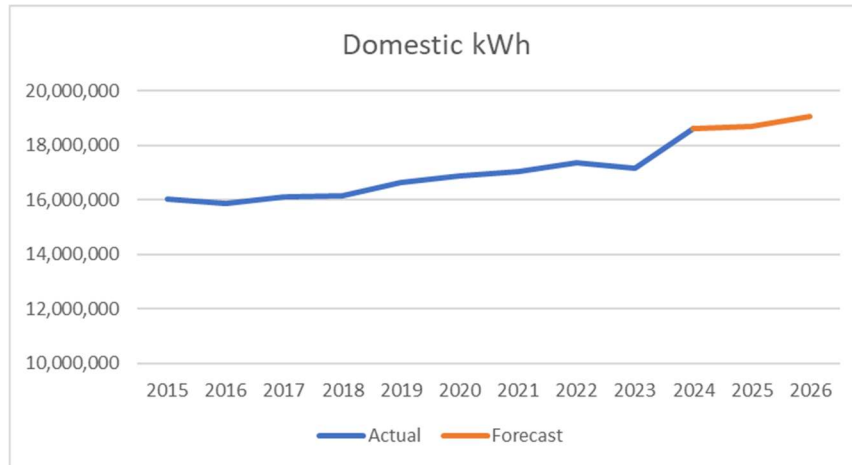
The number of TOLEU’s Domestic customers has grown from 1,704 in 2015 to 1,860 in 2024 for a compound annual growth rate of 0.98%. Deviations from this average include a slower growth trend averaging 0.4% from 2018 to 2021, likely due to Covid-19, followed by higher growth of 1.8% per year from 2022 to 2024, attributed at least in part to pent-up demand. For the Test Year the customer growth rate is forecast to return to the long-term average growth of 1.0% (0.98% rounded).

As noted also by NSPI for its own retail loads, TOLEU observed a modest increase in normalized per-customer usage starting in 2016, and accepts the conclusion of NSPI that this reflects an increasing use of electric space heating. The forecast per customer consumption for the Test Year is based on a 10-year linear regression of weather normalized historical consumption from 2015 to 2024.

The forecast Domestic customer growth, per customer energy consumption and total energy consumption for the Test year is summarized in the table below.

Domestic	Actual <u>2023</u>	Actual <u>2024</u>	Bridge Year <u>2025</u>	Test Year <u>2026</u>
Customers	1,818	1,860	1,878	1,897
kWh / Cust.	9,448	10,005	9,954	10,038
Energy kWh	17,173,188	18,610,334	18,698,235	19,041,642

The following graph shows historic and forecast kWh sales for the Domestic class.



4.2.2 Time of Day

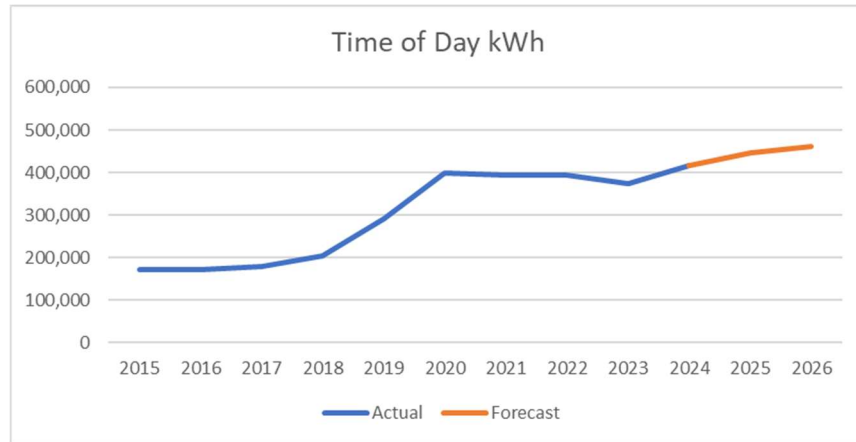
The Time-of-Day service class has grown from 9 to 21 customers over the 10-year period from 2015 to 2024, for an average annual growth rate of 11.1%. This increase is primarily due to a three-year period from 2018 to 2020 where the number of customers doubled from 9 to 18. In the four following years from 2021 to 2024, three new customers were added for a total of 21, for an average increase of 3.3% per year. TOLEU is forecasting the most recent growth trend observed over the last four years of 3.3% to continue for the Test Year.

The actual per customer consumption from 2015 to 2024 has been relatively flat with a slight annual average decrease of 0.2%. Applying a 10-year linear regression on the weather normalized usage results in a 0.5% increase in the per customer consumption for the Test Year.

The customer growth forecast, per customer consumption and total energy consumed for the Test Year is summarized in the table below.

Time of Day	Actual	Actual	Bridge Year	Test Year
	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Customers	20	21	22	22
kWh / Cust.	18,720	19,880	20,512	20,625
Energy kWh	374,390	417,482	445,125	462,512

The Time of Day historical and forecast energy sales (kWh) is shown in the graph below.



4.2.3 Small General Service

The Small General Service customer base remained relatively flat from 2015 through 2024 with an average of 227 customers. Prior to Covid-19 there was a high of 236 in 2019, followed by a post Covid-19 low of 221 customers in 2022. Post Covid-19 to 2024 there has been one new customer for a total of 222, for a two-year average growth rate of 0.2%. TOLEU does not foresee any change in this recent growth trend and has used 0.2% to forecast customer growth for the Test Year.

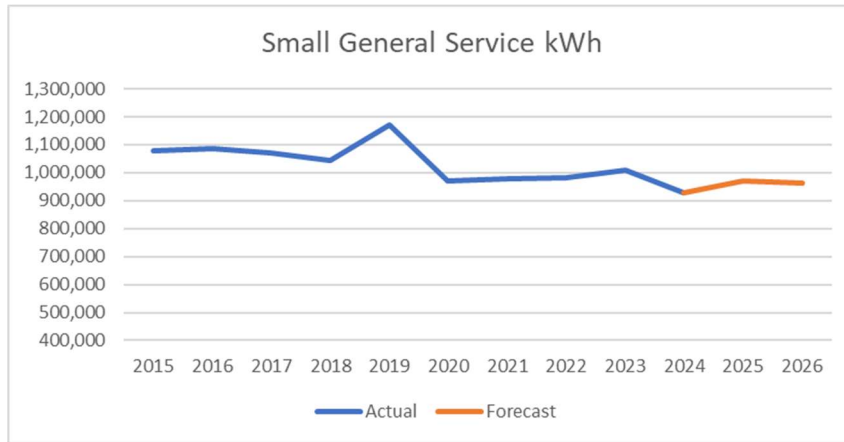
A review of the actual consumption data shows that Covid-19 also affected per customer energy consumption with a decrease of approximately 14% in both 2020 and 2021 from pre-Covid-19 levels. While energy consumption has rebounded in 2022 and 2023, it is still below pre-Covid-19 levels, and decreased even further in 2024. Overall, a long-term trend of declining energy consumption has been observed for this customer class.

For the purpose of the forecast, the lower-than-expected consumption in 2020 and 2021 has been adjusted to compensate for Covid-19, and provide a more realistic basis from which to forecast consumption in the Test Year. The energy consumed in these two years has been adjusted such that the change in usage from 2019 to 2022 is linear. The forecast is based on a weather normalized 10-year linear regression analysis using this modified data.

The forecast number of customers, per customer consumption and total consumption for the Test Years is shown in the table below.

Small General Service	Actual	Actual	Bridge Year	Test Year
	2023	2024	2025	2026
Customers	224	222	222	223
kWh / Cust.	4,501	4,182	4,363	4,319
Energy kWh	1,008,223	927,310	969,371	961,430

The historic and forecast kWh sales for the Small General rate class is presented in the graph below.



4.2.4 General Service

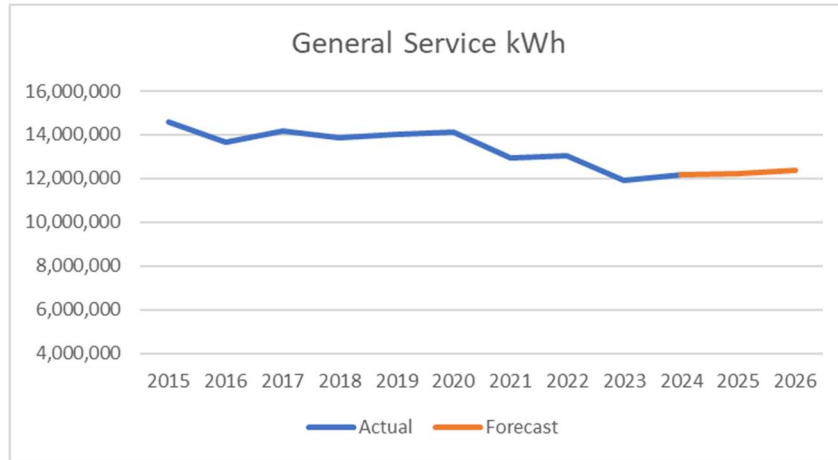
The General Service class customer base has grown from 170 to 189 customers over the 10-year period from 2015 to 2024. This includes an initial decline from 170 to 158 customers in 2017, followed by seven years of steady growth to 189 customers in 2024. There is no observed Covid-19 related impact on the number of customers. The average customer growth over the 10-year period from 2015 to 2024 of 1.2% has been used to forecast the number of customers for the Test Year.

A review of the historical per customer consumption over the 10-year period from 2015 to 2024 suggests that usage and levels of consumption have changed over this time. For the first five years consumption is relatively flat averaging 86,000 kWh. This is followed by a decrease to 81,176 kWh in 2020 possibly due to Covid-19, and a further decline in 2021 and 2022 to approximately 72,000 kWh. For the last two years 2023 and 2024, consumption decreased again to approximately 63,000 kWh. An explanation, at least in part, for the most recent consumption decline is the transfer of one customer from General to the Large General Service class. The forecast for the Test Year has been set equal to the average consumption for the past two years 2023 and 2024, as this does not include the high consumption customer that was transferred to the Large General class, and provides a reasonable indication of what can be expected going forward. The Test Year consumption is assumed to be flat with zero growth as was observed for the five-year period from 2015 to 2019, as noted above. As it is unclear the degree to which customers in this class are weather sensitive, no weather normalization has been applied.

The forecast number of customers, per customer consumption and total consumption for the Test Year is shown in the table below.

General Service	Actual 2023	Actual 2024	Bridge Year 2025	Test Year 2026
Customers	189	189	192	194
kWh / Cust.	63,000	64,368	63,932	63,932
Energy kWh	11,922,756	12,181,717	12,247,509	12,397,740

The historic and forecast consumption for the General Service class is provided in the graph below.



The per customer demand forecast for billing is based on the average historical demand for the same month over the past two years. The forecast average monthly per customer demand is 19.4 kW for the Test Year.

4.2.5 Large General

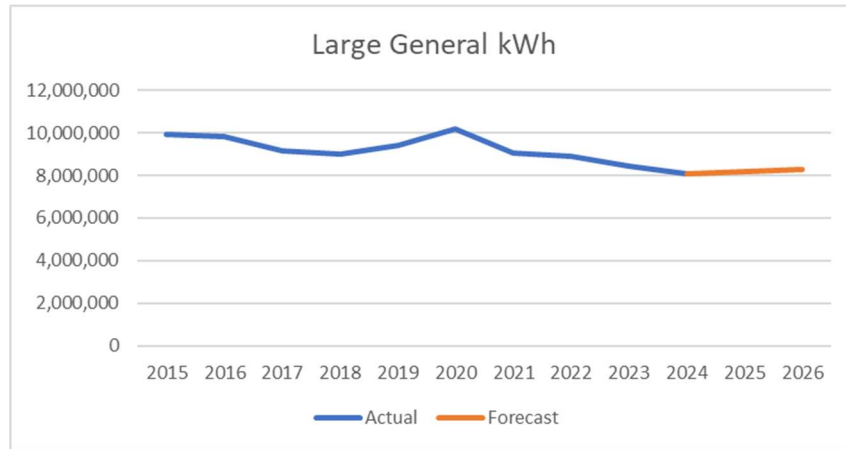
The Large General customer class has three customers and the TOLEU is not forecasting any change in the number of customers for the Test Year.

The historical energy per customer consumption from 2015 through 2021 averaged 4,750 MWh and was relatively flat with a maximum of 5,082 MWh and a minimum of 4,525 MWh. An existing TOLEU customer was transferred from General to the Large General Service class in 2022. This customer had lower energy consumption compared to the existing two customers, which decreased the average per customer consumption to 3,952 MWh in 2022 (part year), followed by a further decline to 2,816 and 2,695 MWh in 2023 and 2024 respectively. Following a review of the actual consumption for each individual customer, TOLEU has forecast consumption growth of 1.1% for the Test year. Given that the customers in this class are institutional and industrial with a low level of weather sensitivity, no weather normalization has been applied.

The forecast number of customers, per customer consumption and total consumption for the Test Year is shown in the table below.

Large General Service	Actual 2023	Actual 2024	Bridge Year 2025	Test Year 2026
Customers	3	3	3	3
kWh / Cust.	2,816,107	2,695,373	2,726,620	2,757,603
Energy kWh	8,448,320	8,086,119	8,179,860	8,272,808

The historic and forecast load is provided in the graph below.



4.2.6 Unmetered Load Forecast

Unmetered consumption includes three types of lighting: street lights for the Town of Lunenburg, private yard lights and lights for the Department of Transportation, as well as cable power supplies. The load for each type of unmetered load is based on the existing number of fixtures/ units, wattage and hours of operation. The composition of the existing unmetered load of 155,226 kWh for 2024 is summarized in the table below. The forecast for the Test Year is unchanged at 155,226 kWh.

Type		Energy kWh		
		Units	Watts	kWh @ 4,000
1. Yard	70 W HPS or LED equivalent	40	43	6,880
	100 W HPS or LED equivalent	9	57	2,052
	150 W HPS or LED equivalent	1	57	228
	200 W HPS or LED equivalent	3	83	996
	400 W HPS or LED equivalent	5	83	1,660
	sub-total	58		11,816
2. Town Street	70 W HPS or LED equivalent - New Town	235	43	40,458
	70 W HPS or LED equivalent - Old Town	175	57	39,850
	100 W HPS or LED equivalent	125	57	28,500
	150 W HPS or LED equivalent	23	57	5,244
	200 W HPS or LED equivalent	32	83	10,624
	400 W HPS or LED equivalent	5	83	1,660
sub-total	595		126,336	
3. Dept of Trans.	70 W HPS or LED equivalent	5	43	860
	100 W HPS or LED equivalent	9	57	2,052
	sub-total	8		2,912
4. Other (100% LF)	Eastlink (12 units)	12	100	10,512
	Eastlink (1 pole mounted unit)	1	417	3,650
	sub-total	13		14,162
Total kWh		661		155,226

5 Tab E Operating Revenues and Expenses, including Purchased Power

5.1 Electricity Revenues

TOLEU is forecasting Test Year revenues for the sale of electricity at \$ 7,470,334 from its Domestic, Small General, General and Large General Service metered customers, and its unmetered loads. These amounts are determined by applying TOLEU's rates as effective January 1, 2024, to all consumption in the Test Year commencing April 1, 2025 and ending March 31, 2026. These amounts are shown as line items in Exhibit 3. The forecast is a revenue increase of 1.4% as compared with the forecast for financial year ending March 31, 2025, due to increases in sales.

5.2 Other Revenues

In addition, TOLEU forecasts that it will receive a total of \$ 176,280 in cash revenues from other fees and charges, a small increase over the current year.

TOLEU is proposing to increase its charge for third party attachments to poles from \$14.15 to \$22.00 per pole per annum (included in its Rules and Regulations). The proposed change will bring TOLEU's charge for this service into line with that recently approved by this Board for NSPI, and four other municipal utilities. It is TOLEU's understanding that the amount was established in negotiation between NSPI and the attachers, and can therefore be considered acceptable to the attachers.

The proposed rate change for pole attachments is not included in the revenue projections.

TOLEU is also proposing to increase its charge for Permit and Inspection Fees as discussed in Section 10, Tab J. A forecast revenue from this service is included in here, on the basis of the rates currently in effect.

5.3 Purchased Power

Purchased power expense has been forecast by applying the rates at which TOLEU anticipates purchasing in the Test Year to the forecast of weather-normalized electricity purchases to serve its customers, including losses at 3.6%. Supply has historically been, and will continue to be purchased from NSPI at the Board-approved rate for municipal utility customers, for all needs. For the forecast, TOLEU has used the most recent available NSPI municipal rate approved by the Board.

Purchased power represents 71% of TOLEU's total proposed Revenue Requirement. The forecast cost of power for the test year is forecast to be higher by 3.2% as compared with financial 2024/25 due to rate changes and load growth.

5.4 Operations and Maintenance Expenses

TOLEU's distribution operations and maintenance expense budget for the Test Year was built by applying estimated input cost increases of 4% to most cost categories, over the best available projections of costs for the current (2024/25) financial year. Distribution superintendence and overhead

cost is projected to increase by 24%, on the basis of costs projected by NSPI for maintenance work under the contractual arrangement.

5.5 Administrative and General Expenses

For the Test Year, TOLEU is forecasting a cost increase of four percent (4%) in most components of its administrative costs as compared with projections for the current year. These costs include an allocation of costs for shared Town staff and other resources. The costs of shared staff are allocated individually, based on estimates of the time devoted to TOLEU and other Town functions.

A provision for uncollectible accounts has been forecast on the basis of recent experience. The Utility experiences considerable variability in this amount from year to year. TOLEU's uncollectible accounts have historically been confined to the Domestic class.

5.6 Amortization Expenses

Amortization expenses have been estimated by applying TOLEU's amortization rate of 3.5% to the existing and forecast new assets in rate base.

5.7 Interest on Long Term Debt

TOLEU's budget for interest on long term debt is forecast at \$27,800 and includes interest on both the loan balance currently outstanding and the expected borrowings of \$500,000 to support new capital projects in the Test Year.

5.8 Repayment of Principal

As in previous applications, the TOLEU is requesting recovery of its principal repayment of \$133,000 in the Test Year.

6 Tab F – Revenue Requirement and Requested Rate Increase

TOLEU's total revenue requirement for the Test Year is proposed at \$ 8,895,622. This is summarized in Exhibit 5, and aggregates the cost of purchased power, operations and maintenance costs, administrative and general costs, and amortization costs, principal repayment, plus \$ 453,031 for return on rate base at 5.40%, as shown in Exhibit 3. The \$453,031 includes \$27,800 in interest expense and a net income of \$425,231.

At current rates (without the requested rate increase), TOLEU would in the Test Year realize an operating loss of \$ 823,777.

To realize a net operating income of \$ 425,231 , TOLEU therefore needs an increase in revenue of \$ 1,249,008. As a percentage of the total revenue from all sources, without the proposed rate increases,

the required increase is 16.3% percent. As a percentage of electricity sales revenue only, the overall percentage increase required is 16.7%

7 Tab G – Cost Allocation to Customer Classes

7.1 Overview of the Cost Allocation Approach and Exhibits

TOLEU's allocation of costs to customer classes is set out in Exhibits 4-1, 4-2, 4-3, 4-4, 4-5, and 4-6 and summarized as ratios of revenue at existing rates to cost in Exhibit 5.

The study proceeds in three stages for each type of cost: functionalization, classification and allocation. TOLEU, as a distribution utility, has no generation cost functions, but rather has purchased power. While TOLEU has some transmission voltage assets, these are fully depreciated. TOLEU has distribution functions, including distribution substations. For more accuracy in classification and allocation, distribution costs are functionalized in greater detail, by breaking down into asset classes and service activities such as billing and metering and administration.

Some costs can be directly identified as to the customer class that incurs them, and assigned to that class.

For costs that serve more than one class, the cost function is classified as demand-related, energy-related or customer-related, or as a combination of those classifications. Allocation factors are then applied to the classified costs, to distribute the costs to classes of customers.

This cost allocation analysis applies widely used approaches combined with factors sourced from the forecast of billing determinants and estimates based on the judgment of TOLEU management and its advisors.

Exhibit 4-1 shows the allocation factors used for different cost functions and classifications in the study. CP (coincident peak) and NCP (class non-coincident peaks) are estimates based on the analysis described in the following Section.

The time and magnitude of the system peak is forecast based on review of historic billing data for winter months, and is forecast at 9,116 kW.

Energy responsibility and number of customers are forecast data. Forecasts make use of historic records of the utility. The forecast is documented in Section 4 of this report.

Weighted customer factors are based on the number of connections and judgment as to the cost of serving a connected load of each type.

TOLEU's net plant consisting of distribution and general assets is shown functionalized into asset classes in Exhibit 1-2. Exhibit 4-2 classifies and allocates these assets to customer classes. Consistent with a study filed in its 2013 GRA, substation costs are classified as a combination of demand-related and energy-related. Other distribution assets are classified as either demand-related or customer-related in

the portion of the exhibit labeled “Distribution Analysis”. The classification methodologies are consistent with those recently used by other Nova Scotia municipal utilities. This portion of the analysis calculates a summary distribution classification percentage that is used in the top portion of the Exhibit to classify general asset functions. Meters and Services are classified entirely as customer-related.

The weighted net plant classification factor is then used to classify the working capital component of rate base.

The classified rate base is then allocated to customer classes using the appropriate factors from Exhibit 4-1. The demand component of the cost is allocated using non-coincident peak demand, and the customer component is allocated using number of customers, weighted to reflect differences in cost related to the class of customer. Identified street lighting costs are assigned directly to that class.

Exhibit 4-2 also shows the calculation of the aggregate allocation factor for rate base, and the allocation of poles and fixtures. These factors are then used in the study to allocate causally-related components of the revenue requirement, or of revenues.

Exhibit 4-3 applies the same methodology and factors to the classification and allocation of amortization costs, as was used for the assets.

Exhibit 4-4 shows the classification and allocation of purchased power, operating and maintenance expenses and administrative expenses. The amounts of each of these expenses come from Exhibit 3.

Purchased power has both a demand component and an energy component, flowing from the charge structures under which TOLEU anticipates purchasing power in the Test Year, which is the approved Municipal Rate of NSPI. There is no customer (fixed or basic) component associated with these charge structures. The components shown as demand and energy related have been computed by applying NSPI’s rates to the forecast purchases of TOLEU in the Test Year.

TOLEU’s budget data distinguishes operating and maintenance costs for substations and distribution assets by asset class. This breakdown was used to functionalize the costs for purposes of classification and allocation in Exhibit 4-4. Operating and maintenance costs for the asset classes are then classified using the methodology for the assets. Costs associated with meters, and with billing, are classified as 100% customer-related, since number of customers is considered to be the driver of these costs. The classification of total rate base from Exhibit 4-2 is used to classify administrative and general costs. A derived factor is necessary for this cost, since administrative and general costs are not directly related to number of customers, their demands or their total energy use.

Each classified cost function is allocated to customer classes using the methodology noted in the lower part of Exhibit 4-4.

In Exhibit 4-5, financial costs including principal repayment, interest on long term debt and net income are allocated to customer classes based on the allocation factor for the total rate base. This reflects the relationship between rate base and the allowed return included in the revenue requirement.

Having allocated all components of the revenue requirement to customer classes, there remains only to allocate revenue in order to be able to compute ratios of revenue to cost for each class. This is done in Exhibit 4-6.

Electricity sales revenue is identified in the accounts of TOLEU to the customer classes, and thus can be directly assigned to each class.

Revenues from charges other than the electricity rates are allocated to the credit of each customer class, since these revenues reduce the requirement for revenue from electricity rates. Allocation factors have been selected on the basis of judgment as to a component of costs or revenues that is related. Interest charges related to late payment of accounts are applied to bills based on the billed amount; therefore this revenue is allocated in proportion to the billed revenues for each class. Pole attachment revenue is allocated in proportion to the allocation of poles costs. Revenue from the 69 KV lines is allocated on the basis of CP, following a methodology considered appropriate for costs related to a high voltage asset. Other revenues are diverse and with no direct relationship to an individual cost function. Rate base was therefore used to allocate these revenues.

Ratios of revenue to cost at existing rates are calculated in Exhibit 5. Note that because the revenues at existing rates are not sufficient to recover costs, the total revenue is only 86% of costs. All revenue/cost ratios for customer classes reflect this overall revenue insufficiency.

Exhibit 6 recomputes revenue/cost ratios assuming rate increases are applied to recover the revenue insufficiency shown in Exhibit 5, and bring the overall utility revenue/cost ratio to 1:00 or 100%. Proposals for percentage increases to each individual customer class are discussed in Section 8 below.

7.2 System and Class Load Shapes

7.2.1 Overview

The Coincident Peak (CP) and Non-Coincident Peak (NCP) demand factors are used in the cost allocation study to allocate demand related costs to each customer class. In this study, as is typical for cost allocation studies, the CP factor is used for purchased power and substation related costs, and NCP is used to allocate the demand related costs of assets further “downstream”, such as line transformers, distribution lines and poles.

The preferred approach to determine the CP and NCP would be to use load data (kW) collected for each hour of the year from individual TOLEU customer meters for the entire customer population, or alternatively on a sample basis. The hourly load data, or “load shape” would then be used to identify the CP and NCP attributed to each customer class. In TOLEU’s situation where hourly load data is not available for any individual customer class, alternative methods have been used to derive load shapes which is described in the following paragraphs.

7.2.2 System Coincident Peak (CP) Demand

Hourly system load data, or total kW input to the TOLEU distribution system is based on data provided from NSPI for the last two fiscal years 2022/23 and 2023/24. This data was used to identify the date and hour of the system coincident peak demand, and the magnitude of the kW input to the distribution system during the peak hour. The kW input to the system was then adjusted for distribution system losses to determine the TOLEU system coincident peak (CP) demand (kW). As summarized in the table below, the resulting CP demand is 9,323 kW in FY 2022/23 and 8,913 kW in FY 2023/24.

TOLEU System Coincident Peak (CP)

Year	Date of Pk	Day of Wk	Pk Hr	kW Input	kW Losses	CP (kW)
2022/23	4-Feb-23	Sat	10	10,051	728	9,323
2023/24	21-Feb-24	Wed	8	9,565	652	8,913

The losses during the peak hour have been estimated by applying a loss factor, or multiplier to the average hourly losses for the year. The loss factor reflects the higher losses expected during the peak demand hour relative to the average hour, and is determined using a general principle where 1) the square of the energy sales during the peak hour is divided by 2) the square of the average hourly sales. The calculation of the estimated losses is detailed below.

Peak Hour Losses (kW)

	Year	<u>2022/23</u>	<u>2023/24¹</u>
Energy Delivered to TOLEU	kWh	40,541,899	41,901,169
Distribution Losses %		3.60%	3.63%
Losses	kWh	<u>1,459,796</u>	<u>1,522,981</u>
Energy Sales	kWh	39,082,103	40,378,188
Average Hourly Energy Sales	kW	4,461	4,597
2 Square of Avg Hourly Energy Sales		19,904,333	21,130,462
Peak Hour Sales ²	kW	9,323	8,913
1 Square of Peak Hour Sales		86,923,181	79,444,056
Loss Factor (line 1 divided by line 2)		4.37	3.76
Average Hourly Losses	kW	167	173
Peak Hour Losses	kW	728	652

Check Calculation:

Peak Hourly Sales	kWh	9,323	8,913
Plus Losses	kWh	<u>728</u>	<u>652</u>
System kW Input	kWh	10,051	9,565
check value	kWh	10,051	9,565
difference		0	0

Notes:

1 FY 2023/24 is a leap year with 8,784 hours

2 Value is determined by "trial and error" such that the *check calculation* difference is zero.

7.2.3 Small General Service CP and NCP

In the absence of hourly demand data, the coincident peak demand for this customer class has been estimated by adopting values from another Municipal Electric Utility that has a customer class with similar usage characteristics. The adopted value is the calculated ratio of CP demand (kW), divided by annual energy consumption (kWh), which can be multiplied by the Small General TOLEU annual energy consumption to estimate the CP for this customer class. Select data from the recently submitted General Rate Application for the Town of Berwick² (TOBEU) and Antigonish³ (TOAEU) is summarized in the table below. Based on this data the average per customer energy consumption for the TOAEU GS < 3 kW customer class at 5,740 kWh is the closest in size per customer to the TOLEU Small General Service customer class (4,501 kWh), and has therefore been adopted for the purpose of estimating the CP for the TOLEU Small General Service customer class. The value of the CP divided by the annual kWh for the TOAEU SG < 3 kW customer class is 0.0002994, and when multiplied by the TOLEU Small General Service annual energy consumption results in a CP of 302 kW in 2022/23 and 278 kW in 2023/24.

Coincident Peak	TOLEU Sm Gen	Berwick Sm Gen	Antigonish GS < 3 kW	Antigonish GS > 3 kW
FY 2022/23				
Customers	224	109	11	492
Annual kWh	1,008,223	802,578	63,136	41,030,620
Avg kWh/customer	4,501	7,363	5,740	83,396
CP	302	158	19	6,300
CP/annual kWh	0.0002994		0.0002994	
FY 2023/24				
Annual kWh	927,310			
CP/annual kWh	0.0002994			
CP	278			

A diversity adjustment, calculated as the CP divided by the NCP, of 81.4% was used in the GRAs for both the TOBEU SG and TOAEU GS < 3 kW customer classes. Applying this same diversity adjustment of 81.4% to the CP for TOLEU's Small General Service class results in an NCP of 371 kW in 2022/23 and 341 kw in 2023/24.

7.2.4 General Service CP and NCP

The schedule of rates for the General customer class includes a demand charge (\$ per month per kW of maximum demand), and this demand data has been used in the determination of the CP and NCP. The sum of the maximum monthly demand for each individual customer for this class in fiscal year 2022/23 and 2023/24 as provided from billing data, is summarized in the table below. The maximum billing demand for FY 2022/23 was 3,820 kW in the month of February, and for FY 2023/24 was 3,975 kW and occurred in the month of December. As previously indicated above, the overall TOLEU distribution system coincident peak for all customer classes occurred in the month of February for both years.

² BEC GRA Application_2023-06-16.pdf, see Exhibit 2, <https://uarb.novascotia.ca/fmi/webd/UARB15>

³ Compliance Filing Exhibits 1 to 6 Confidential - Excel, see Exhibits 2, <https://uarb.novascotia.ca/fmi/webd/UARB15>

General Customer Class Billing Demand

kW	April	May	June	July	August	September	October	November	December	January	February	March
FY 2022/23	3,768	3,604	3,343	3,334	3,525	3,537	3,447	3,386	3,758	3,694	3,820	3,819
FY 2023/24	3,864	3,426	3,611	3,511	3,615	3,585	3,442	3,760	3,975	3,867	3,908	3,898

Peak Demand

Month of System Peak Demand

The billing demand is the sum of the peak demands for each individual customer in the General Class, regardless of the date and time when each customer peak occurs. To determine the NCP, a 95% diversity adjustment has been applied to estimate the simultaneous peak demand for all General Service customers as a whole. The NCP for FY 2022/23 and FY 2023/24 is 3,629 kW (3,820 kW x 95%) and 3,776 kW (3,975 kW x 95%).

The CP has been estimated starting with the General Service customer class maximum billing demand occurring in the same month as the system coincident peak demand, and then applying two adjustments. The first adjustment as described above for the NCP, is an in-class diversity adjustment of 95%. A second adjustment of 85% is then applied to reflect the timing difference from when the total distribution system coincident peak occurs, and the timing of the General customer class peak demand. The calculated CP for each year is as follows:

$$\begin{aligned} \text{FY 2022/23 CP} &= 3,820 \text{ kW Feb billing demand} \times 95\% \text{ in-class adj.} \times 85\% \text{ system CP adj.} \\ &= \underline{3,084 \text{ kW}} \end{aligned}$$

$$\begin{aligned} \text{FY 2023/24 CP} &= 3,908 \text{ kW Feb billing demand} \times 95\% \text{ in-class adj.} \times 85\% \text{ system CP adj.} \\ &= \underline{3,155 \text{ kW}} \end{aligned}$$

7.2.5 Large General Service CP and NCP

Billing demand data has also been used for the determination of the CP and NCP for the Large General customer class. As summarized in the table below, the maximum billing demand for FY 2022/23 was 2,346 kW in the month of December, and for FY 2023/24 was 2,147 kW in the month of May.

Large General Customer Class Billing Demand

kW	April	May	June	July	August	September	October	November	December	January	February	March
FY 2022/23	1,924	2,086	2,035	2,084	2,097	2,166	2,119	2,145	2,346	2,188	2,191	2,130
FY 2023/24	2,026	2,147	2,136	2,105	2,113	2,040	2,026	2,031	1,949	2,094	2,009	2,016

Peak Demand

Month of System Peak Demand

The Large General Service customer class is comprised of only three customers and the timing of their peak demands are assumed to be nearly coincident. For the purpose of estimating the NCP, an in-class diversity adjustment of 99% has been adopted. The NCP for 2022/23 is 2,323 kW (2,346 kW x 99%) and for 2023/24 is 2,126 kW (2,147 kW x 99%).

The CP has been estimated using the same approach described above for the General Service customer class. Starting with the billing demand in the month of the system peak demand, the first adjustment is for in-class diversity of 99%, followed by a second adjustment of 95% to reflect the timing difference

between the occurrence of the distribution system coincident peak demand, and the Large General class peak demand. The estimated CP for each year is as follows:

$$\begin{aligned} \text{FY 2022/23 CP} &= 2,191 \text{ kW Feb billing demand} \times 99\% \text{ in-class adj.} \times 95\% \text{ system CP adj.} \\ &= \underline{2,060 \text{ kW}} \end{aligned}$$

$$\begin{aligned} \text{FY 2023/24 CP} &= 2,009 \text{ kW Feb billing demand} \times 99\% \text{ in-class adj.} \times 95\% \text{ system CP adj.} \\ &= \underline{1,890 \text{ kW}} \end{aligned}$$

7.2.6 Unmetered

TOLEU unmetered customers includes lighting for the Town, private yards, and Department of Transportation, and the cable system for Eastlink. Lighting loads have been estimated based on wattage per fixture and 4,000 hours of operation per year. A seasonal adjustment to reflect monthly changes and the number of hours of darkness has also been applied. Cable system equipment is assumed to operate 24 hours per day at 100% load factor. The calculated NCP of 38 kW is the load assuming all lights are operating plus the cable systems load. The system coincident peak load for 2022/23 occurred on February 4, in hour 12 which is a daylight hour and is therefore assumed to have a CP of 2 kW for the cable system load and with all lights turned off. In 2023/24 the system coincident peak occurred on February 21, in hour 8 (from 7 am to 8 am). With sunrise occurring at 7:09 am⁴ on this day, lighting loads would be transitioning from “on” to “off”. The coincident peak demand of 14 kW assumes lighting load at 33% plus the cable load (lighting of 35 kW x 33% + cable 2 kW).

7.2.7 Domestic CP and NCP

The CP for the Domestic customer class has been calculated as the residual difference from the total distribution system coincident peak load, and deducting the individual CP’s for the Small General, General, Large General and Unmetered customer classes. The Domestic CP in 2022/23 and 2023/24 is 3,875 kW and 3,576 kW respectively.

The NCP has been estimated using a diversity adjustment (CP kW/ NCP kW) of 99.4% which was used in both the TOBEU and TOAEU GRAs recently filed with the Board. Dividing the CP by 99.4% results in an NCP of 3,899 kW in 2022/23 and 3,598 kW in 2023/24.

7.2.8 Summary of Results

The CP and NCP allocation factors are summarized in the table below.

⁴https://www.google.com/search?q=sunrise+in+lunenburg+ns+on+Feb+21%2C+2024&rlz=1C1SQJL_enCA859CA859&og=sunrise+in+lunenburg+ns+on+Feb+21%2C+2024&gs_lcrp=EgZjaHJvbWUyBggAEEUYOTIKCAEQABiABBiiBDIKCAIQABiABBiiBDIKCAMQABiABBiiBDIKCAQQABiABBiiBDIKCAUQABiiBBiJBdIBCTI1NDk5ajBqN6gCALACAA&sourceid=chrome&ie=UTF-8

FY 2023 (2022/23)

Customer Class	Domestic	Small General	General	Large General	Unmetered	Total
A. 2023 Non-Coincident Peak (kW)	3,899	371	3,629	2,323	37	10,258
NCP Allocation Factor (%)	38.0%	3.6%	35.4%	22.6%	0.4%	100.0%
Source:	calculated	calculated	billing data	billing data	TOLEU data	calculated sum
B. Diversity (CP kW/NCP kW)	99.4%	81.4%	83.6%	88.7%	4.4%	90.9%
Source:	Berwick GRA	Berwick GRA	calculated	calculated	estimate	
C. 2023 Coincident Peak (kW)	3,875	302	3,084	2,060	2	9,323
CP Allocation Factor (%)	41.6%	3.2%	33.1%	22.1%	0.0%	100.0%
Source:	residual	TOAEU factor (CP/ kWh)	estimated	estimated	calculated	System CP 2023-02-04

FY 2024 (2023/24)

Customer Class	Domestic	Small General	General	Large General	Unmetered	Total
A. 2023 Non-Coincident Peak (kW)	3,598	341	3,776	2,126	37	9,878
NCP Allocation Factor (%)	36.4%	3.5%	38.2%	21.5%	0.4%	100.0%
Source:	calculated	calculated	billing data	billing data	TOLEU data	calculated sum
B. Diversity (CP kW/NCP kW)	99.4%	81.4%	83.6%	88.9%	37%	90.2%
Source:	Berwick & TOA	Berwick & TOA	estimated	calculated	estimate	
C. 2023 Coincident Peak (kW)	3,576	278	3,155	1,890	14	8,913
CP Allocation Factor (%)	40.1%	3.1%	35.4%	21.2%	0.2%	100.0%
Source:	residual	TOAEU factor (CP/ kWh)	estimated	estimated	calculated	System CP 2024-02-21

The calculated allocation factors for each of the two years is relatively consistent with the difference in percentage allocation to individual customer classes ranging from less than 0.1% to a maximum of 2.9% (+/-). For the purpose of the cost allocation study, the allocation factors for FY 2023/24 have been used as it is anticipated that the more recent factors should provide a better indication of what can be expected in the Test Year.

8 Tab H – Proposed Rates for the Test Year and Revenue Reconciliation

8.1 Rate Design

8.1.1 General Considerations

TOLEU's current rates have been in effect since January 1, 2024.

TOLEU has not performed an in-depth review of rate designs for purposes of this Application, and proposes generally to continue the same rate design approaches for all classes, pending future analysis and subject to any Order of the Board, except for the small number of specific rate design considerations that are proposed in the following Sections.

8.1.2 Domestic Rate Design (Standard, non-Time-Related)

This rate currently consists of a base charge of \$12.42 per month, and a declining block rate per kWh of metered consumption.

In recent cases before this Board, certain expert evidence has been offered to the effect that the Domestic base charge should be set to recover only "customer-related" costs. In the cases of Riverport Electric Light Commission and the Town of Mahone Bay Electric Utility, the Board approved this approach, with the result that the increase to the base charge, although positive, was smaller than the increase to energy (kWh) charges.

TOLEU prepared Exhibit 6-1, which computes "customer" costs per month for the Domestic class as \$15.80 per month. For consistency with previous Decisions of the Board, TOLEU therefore proposes to set the base charge for this class as \$15.80 per month, subject to any changes to the Revenue Requirement that may be ordered by the Board resulting in recomputation at the time of TOLEU's Compliance Filing. The resulting change to the base charge component of the rate is 27.2%, higher than the proposed overall rate increase to the class.

TOLEU also notes that the Board has expressed a preference in previous Decisions for elimination of declining block structures. TOLEU has therefore restructured the energy portion of the rate on a revenue neutral basis, so that all energy is charged at the same per kWh rate. The result is an increase of 2.5% to the first 200 kWh of the customer's consumption in the month, while the rate for the balance of kWh consumed increases by 13%.

8.1.3 Optional Domestic Time of Use Rates ("Domestic TOU")

The Time of Day service class was first approved by the Board more than a decade ago as an option for domestic customers.

The number of customers is small, but has increased gradually and is forecast at 22 customers for the Test Year.

This rate continues to be structured as originally approved by the Board, consisting of a base (fixed) monthly charge and energy charges for peak, shoulder and off-peak time periods. The rating periods consider time of day, day of week, and seasons, reflecting the load shape of a winter peaking utility. TOLEU has no hourly load data for the customers, and no current study to support the rate.

Under the approved methodology for rates in this class, the shoulder rate is set equal to the run-off kWh charge in the Domestic non-time-varying rate, with a peak charge of double that amount, and an off-peak charge at a lower amount, set to recover variable cost of wholesale energy adjusted for losses at 4%. In addition to the energy charges listed above, the structure includes a basic charge, applied monthly on a fixed basis.

TOLEU notes that its proposal to eliminate blocking in the Domestic (standard, non-Time of Day) rates may have an impact on the percentage change to bills in the Time of Day class, because of the basis of the rate structure.

TOLEU is not currently proposing to invest resources to review the appropriateness of the rate structure and methodology, and therefore requests the Board to approve new rates set as originally recommended, in reference to the run-off rate of the standard Domestic rate for the peak and shoulder rate, and the NSPI applicable municipal rate, with 4% for losses for the off-peak charge. TOLEU also proposes that the base rate be adjusted by the same percentage adjustment that applies to the base monthly charge for Domestic non-time-varying rates.

8.1.4 Unmetered Street Light and Yard Lighting

The Utility has converted its inventory of Town streetlights to more efficient LED lights. Private lights are gradually being converted as the lights require replacement.

At present TOLEU's Rate Schedule includes approved rates for high pressure sodium lights only. The current policy is for TOLEU to charge for an LED light at the rate approved for a comparable high pressure sodium light. TOLEU proposes to restate its rate schedule to reflect its updated inventory of lights.

8.2 Recommended Percentage Rate Increases for Recovery of Revenue Requirement

8.2.1 Overview

This section summarizes TOLEU's proposal for percentage increases in electricity revenue to apply to each of its customer classes. These percentages are computed and summarized in Exhibit 6.

8.2.2 Domestic

The rate increase to the Domestic (standard, non-time of day) rate has been set at 11.3%. This increase, when combined with the increases to other classes as described below, results in recovery of the Revenue Requirement, and results in a revenue/cost ratio of 102.30%, within the 95%-105% range of reasonableness established by the Board.

As discussed above, the Domestic Time of Day rates are established by reference to the runoff energy rate of the standard Domestic rate, and therefore cannot be set directly to achieve a specific target percentage increase or revenue/cost ratio. The rates for this class were computed based on the rate design parameters approved by the Board for the energy components, and the same percentage increase in the basic charge as proposed for Domestic non-time of day customers. The resulting overall revenue increase is computed at 9.6%. The results revenue/cost ratio for the class is outside the Board's range of reasonableness, at 110.37%.

8.2.3 Street Lighting

An increase of 38.7% is proposed for this class, in order to maintain a revenue/cost ratio within the Board's range of reasonableness, at 105%. More than 90% of the installed units in this class consist of public street lighting.

8.2.4 Small General Service

The cost allocation study shows this class as under-contributing by comparison with allocated costs. To move the ratio to 95% would require an increase of 32%, which in TOLEU's view would be a magnitude that could be termed rate shock.

TOLEU is proposing an increase of 21.0% for this class, consistent with the proposed increases for its General Service and Large General Service customers, and higher than the average system increase. In recommending this conservative treatment of the class, TOLEU notes that it does not have hourly consumption data for the customers, and therefore class coincident and non-coincident demands on which cost allocations are based are estimates.

TOLEU anticipates that it will file a new GRA in about two years' time. If the results of a cost allocation study at that time continue to show this very small customer class continuity to under-contribute, TOLEU would at that time propose a more aggressive strategy to improve the revenue to cost ratio.

8.2.5 Large General Service and General Service

For these customer classes TOLEU is proposing a rate increase of 21.0%. This increase is higher than the system average required increase of 16.7%, and keeps both classes within the lower half of the Board's range of reasonableness.

8.3 Revenue Reconciliation

Exhibit 7 computes rates in accordance with these proposals, and shows that these rates will recover the revenue requirement when applied to the forecast billing determinants.

9 Tab I – Rate Schedules

A proposed Rate Schedule is attached, reflecting rates designed as described under the preceding Tab.

10 Tab J - Rules and Regulations Governing the Supply of Electric Services

The attached Rules and Regulations have been updated from the currently approved version.

For pole attachments, TOLEU's currently approved rate is \$14.15. TOLEU notes for attention of the Board that when the current Rules and Regulations were approved, it appears that the page containing the pole attachment rate was not included with the rate order. TOLEU has included it in the proposed Rules and Regulations attached. TOLEU requests approval to change this rate to \$22.00 per pole per annum. This is the rate recently approved for other Nova Scotia municipal electric utilities.

TOLEU wishes to change its regular Permit and Inspection Fees as set out in Schedule B, the Rules and Regulations, to match those of NSPI, as NSPI provides those services to TOLEU at the same rate as set out in NSPI's approved fee schedule.

TOWN OF LUNENBURG ELECTRIC UTILITY
ALLOCATION OF COSTS FOR 2025/26 TEST YEAR
EXHIBITS
March, 2025

**TOWN OF LUNENBURG ELECTRIC UTILITY
GROSS PLANT IN SERVICE (NET OF CONTRIBUTED CAPITAL)**

ACCOUNT	(1) 2019/20 \$ Actual	(2) 2020/21 \$ Actual	(3) 2021/22 \$ Actual	(4) 2022/23 \$ Actual	(5) 2023/24 \$ Actual	(6) 2024/25 \$ Projected	(7) 2025/26 \$ Test Year
Intangible assets							
Capitalized Costs of Rate Applications					-	105,000	105,000
Account total	-	-	-	-	-	105,000	105,000
Transmission							
Overhead conductors	10,057	10,057	10,057	10,057	10,057	10,057	10,057
Poles, towers and fixtures	24,081	24,081	24,081	24,081	24,081	24,081	24,081
Right of way land	2,371	2,371	2,371	2,371	2,371	2,371	2,371
Account total	36,509	36,509	36,509	36,509	36,509	36,509	36,509
Substations							
Land					-	-	100,000
Buildings					-	-	-
Equipment	2,642,591	2,673,938	2,706,554	2,706,554	2,706,554	2,706,554	2,806,554
Account total	2,642,591	2,673,938	2,706,554	2,706,554	2,706,554	2,706,554	2,906,554
Distribution							
Overhead Conductors	867,979	952,879	1,207,896	1,679,476	1,786,167	2,256,167	3,647,167
Poles and fixtures	955,043	997,043	1,060,887	1,166,789	1,227,969	1,322,969	2,138,969
Street Lighting	245,371	250,770	256,523	403,745	403,745	413,745	423,745
Transformers	1,189,536	1,242,091	1,358,102	1,503,977	1,662,711	1,802,711	2,452,836
Services	313,015	325,880	367,080	424,635	475,761	530,761	695,761
Meters	311,572	314,107	314,107	314,107	314,107	324,107	334,107
Account total	3,882,516	4,082,770	4,564,595	5,492,729	5,870,460	6,650,460	9,692,585
General Property							
Buildings and structures	93,329	93,329	93,329	93,329	93,329	93,329	93,329
Mobile Equipment	45,823	45,823	45,823	45,823	18,441	18,441	18,441
Shop	37,432	37,432	37,432	37,432	37,432	37,432	37,432
Communications, computer and office	150,507	150,507	150,507	150,507	150,507	150,507	150,507
Miscellaneous Equipment	40,215	40,215	40,215	40,215	40,215	40,215	40,215
Account Total	367,306	367,306	367,306	367,306	339,924	339,924	339,924
Total Plant	6,928,922	7,160,523	7,674,964	8,603,098	8,953,447	9,838,447	13,080,572
Accumulated Depreciation	(4,095,960)	(4,299,750)	(4,514,270)	(4,562,503)	(4,787,499)	(5,052,187)	(5,479,350)
Net Plant	2,832,962	2,860,773	3,160,694	4,040,595	4,165,948	4,786,260	7,601,222

TOWN OF LUNENBERG ELECTRIC UTILITY
NET PLANT

ACCOUNT	(1) 2019/20 \$	(2) 2020/21 \$	(3) 2021/22 \$	(4) 2022/23 \$	(5) 2023/24 \$	(6) 2024/25 \$	(7) 2025/26 \$
	Actual	Actual	Actual	Actual	Actual	Projected	Budgeted
Intangible assets							
Capitalized Costs of Rate Applications					-	105,000	52,500
Account total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>105,000</u>	<u>52,500</u>
Transmission							
Overhead conductors	-	-	-	-	-	-	-
Poles, towers and fixtures	-	-	-	-	-	-	-
Right of way land	-	-	-	-	-	-	-
Account total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Substations							
Land	-	-	-	-	-	-	100,000
Buildings	-	-	-	-	-	-	-
Equipment	1,579,161	1,520,320	1,548,421	1,457,136	1,364,709	1,272,283	1,276,356
Account total	<u>1,579,161</u>	<u>1,520,320</u>	<u>1,548,421</u>	<u>1,457,136</u>	<u>1,364,709</u>	<u>1,272,283</u>	<u>1,376,356</u>
Distribution							
Overhead Conductors	94,279	153,873	360,447	824,009	876,589	1,276,028	2,547,782
Poles and fixtures	218,230	234,646	245,673	405,121	455,067	535,508	1,308,389
Street Lighting	64,441	65,403	66,530	215,213	205,233	204,903	204,223
Transformers	483,303	497,607	538,445	689,631	805,274	897,283	1,476,662
Services	81,562	93,858	130,674	190,103	231,059	273,964	421,094
Meters	145,152	138,801	124,804	122,961	114,199	115,087	115,625
Account total	<u>1,086,968</u>	<u>1,184,188</u>	<u>1,466,574</u>	<u>2,447,038</u>	<u>2,687,421</u>	<u>3,302,773</u>	<u>6,073,776</u>
General Property							
Buildings and structures	15,873	14,169	12,465	10,762	9,739	9,739	9,739
Mobile Equipment	24,510	22,919	21,328	19,737	5,138	4,506	3,874
Shop	21,192	19,882	18,572	17,262	15,952	14,642	13,332
Communications, computer and office	69,269	64,714	60,159	56,893	52,629	48,365	44,101
Miscellaneous Equipment	35,989	34,582	33,174	31,767	30,359	28,952	27,544
Account Total	<u>166,833</u>	<u>156,266</u>	<u>145,699</u>	<u>136,421</u>	<u>113,817</u>	<u>106,204</u>	<u>98,590</u>
Total Plant	<u>2,832,962</u>	<u>2,860,773</u>	<u>3,160,694</u>	<u>4,040,595</u>	<u>4,165,948</u>	<u>4,786,260</u>	<u>7,601,222</u>
Net Plant from Exhibi 1-1	<u>2,832,962</u>	<u>2,860,773</u>	<u>3,160,694</u>	<u>4,040,595</u>	<u>4,165,948</u>	<u>4,786,260</u>	<u>7,601,222</u>
Variance	- 0	0	0	- 0 -	0 -	0 -	0
Working Capital Allowance							788,243
Total Rate Base							<u>8,389,465</u>
Target Rate of Return at	5.40%						453,031

**TOWN OF LUNENBURG ELECTRIC UTILITY
Load Forecast**

Connections	Actual	Actual	Projected		Test Year		
	2022/23	2023/24	% Growth	2024/25	% Growth	2025/26	% Growth
Domestic Standard	1,818	1,860	2.3%	1,878	1.0%	1,897	1.0%
Domestic Time of Day	20	21	5.0%	22	3.3%	22	3.3%
Small General Service	224	222	-1.0%	222	0.2%	223	0.2%
General Service	189	189	0.0%	192	1.2%	194	1.2%
Large General Service	3	3	0.0%	3	0.0%	3	0.0%
Unmetered Loads incl Street Light	661	661	0.0%	661	0.0%	661	0.0%
TOTAL	2,915	2,956	1.4%	2,978	0.7%	3,000	0.7%

Energy - kWh	Actual	Actual	Projected		Test Year		
	2022/23	2023/24	% Growth	2024/25	% Growth	2025/26	% Growth
Domestic Standard	17,173,188	18,610,334	8.4%	18,698,235	0.5%	19,041,642	1.8%
Domestic Time of Day	374,390	417,482	11.5%	445,125	6.6%	462,512	3.9%
Small General Service	1,008,223	927,310	-8.0%	969,371	4.5%	961,430	-0.8%
General Service	11,922,756	12,181,717	2.2%	12,247,509	0.5%	12,397,740	1.2%
Large General Service	8,448,320	8,086,119	-4.3%	8,179,860	1.2%	8,272,808	1.1%
Unmetered Loads incl Street Light	155,226	155,226	0.0%	155,226	0.0%	155,226	0.0%
TOTAL	39,082,103	40,378,188	3.3%	40,695,326	0.8%	41,291,357	1.5%

Coincident Peak (CP) Demand - kW	Actual	Actual	Test Year
	2022/23	2023/24	2025/26
Domestic Standard	3,103	3,654	3,736
Domestic Time of Day	34	41	42
Small General Service	302	278	284
General Service	2,903	3,021	3,089
Large General Service	2,081	1,909	1,952
Unmetered Loads incl Street Light	0	13	13
TOTAL	8,423	8,915	9,116

**TOWN OF LUNENBURG ELECTRIC UTILITY
REVENUE AND EXPENSE**

ACCOUNT	(1) 2019/20 \$ Actual	(2) 2020/21 \$ Actual	(3) 2021/22 \$ Actual	(4) 2022/23 \$ Actual	(5) 2023/24 \$ Actual	(6) 2024/25 \$ Projected	(7) 2025/26 \$ Test Year
Revenue							
Domestic Standard	2,673,126	2,812,411	2,951,120	2,936,584	3,411,411	3,415,812	3,475,395
Domestic Time of Day	(incl) 160,101	(incl) 170,017	(incl) 170,673	(incl) 178,154	(incl) 175,137	68,109	72,632
Small General Service	2,180,024	2,085,219	2,136,713	2,024,336	2,218,348	2,256,620	2,284,300
General Service	1,333,458	1,238,013	1,259,559	1,262,102	1,270,066	1,297,451	1,308,136
Large General Service	124,664	135,640	133,531	137,015	141,061	150,135	150,135
Unmetered Loads incl Street Light	37,628	29,702	28,966	32,629	42,751	35,000	36,400
Late Payment Interest	27,621	27,621	27,621	27,621	27,791	28,000	29,120
Pole Attachment Fees	53,112	54,811	56,511	56,511	56,511	58,000	60,320
69 KV Line Lease	10,489	5,131	8,009	7,380	10,068	9,000	9,360
Miscellaneous Operating	12,218	3,019	4,992	17,201	24,248	12,000	12,480
Interest Earned (non Late Payment)	23,233	22,772	29,561	41,244	24,231	27,500	28,600
Miscellaneous Non Operating	6,635,674	6,584,356	6,807,256	6,720,777	7,401,623	7,538,495	7,646,614
Total							
Operating Expense							
Power Purchases	5,212,593	5,151,340	5,289,354	5,300,756	6,066,397	6,130,292	6,325,911
Substations	37,915	40,275	44,652	38,321	38,853	58,600	60,945
Transmission and Distribution	428,628	455,574	346,907	388,675	418,875	579,500	680,116
Depreciation	199,030	207,627	214,592	181,228	238,413	264,688	427,162
Administrative and General	450,126	450,648	498,713	549,893	512,275	621,100	643,976
Billing and Meter Reading	110,909	130,195	116,322	157,372	139,537	150,500	156,480
Provision for Uncollectible Electric	17,316	15,767	2,506	22,511	42,546	15,000	15,000
Total	6,456,517	6,451,426	6,513,046	6,638,756	7,456,896	7,819,680	8,309,591
Interest on Debt	34,674	30,126	21,002	4,878	4,279	3,800	27,800
Debt Repayment	100,000	100,000	100,000	100,000	100,000	100,000	133,000
Transfer to Reserves	44,000		173,000				
Operating profit (loss)	483	2,804	208	(22,857)	(159,552)	(384,985)	(823,777)
Net profit (loss)	483	2,804	208	(22,857)	(159,552)	(384,985)	(823,777)
Annual Net Cash Expenses							7,882,428
Estimated Working Capital Factor							10%
Working Capital Allowance							\$ 788,243
Total Net Plant							\$ 7,601,222
Total Rate Base							\$ 8,389,465
Proposed Return on Rate Base	5.40%						\$ 453,031
Interest on Long Term Debt							\$ 27,800
Proposed Net Income							\$ 425,231
Revenue Shortfall at Current Rates							\$ 1,249,008
Overall Percentage Shortfall without Rate Increase							16.3%

**TOWN OF LUNENBERG ELECTRIC UTILITY
ALLOCATION FACTORS
For Test Year 2025/2026**

		TOTAL	Domestic Standard	Domestic Time of Day	Small General Service	General Service	Large General Service	Unmetered Loads incl Street Light
CP	CD for Supply Cost Allocation kW Factors	9,116 1.0000	3,736 0.4098	42 0.0046	284 0.0311	3,089 0.3388	1,952 0.2141	13 0.0014
NCP	NCD responsibility for Distribution Factors	10,247 1.0000	3,759 0.3669	42 0.0041	349 0.0340	3,861 0.3768	2,196 0.2143	40 0.0039
E	Energy responsibility (MWh) Factors	41,291 1.0000	19,042 0.4612	463 0.0112	961 0.0233	12,398 0.3003	8,273 0.2004	155 0.0038
CU	Customer Connections Factors	3,000 1.0000	1,897 0.6323	22 0.0075	223 0.0742	194 0.0646	3 0.0010	661 0.2203
CD	Weighting for Customer Distribution Weighted customers Factors	4,802 1.0000	1,897 0.3950	22 0.0047	223 0.0464	1,939 0.4038	60 0.0125	661 0.1376
CB	Weight for billing costs Weighted customers Factors	2,866 1.0000	1,897 0.6618	22 0.0078	223 0.0777	388 0.1353	6 0.0021	331 0.1153
	Estimated Values:							
	Class Annual LF to NCP	46.0%	57.8%	124.4%	31.5%	36.7%	43.0%	44.7%
	Class Coincidence Factor	89.0%	99.4%	99.4%	81.4%	80.0%	88.9%	33.0%
	System LF to CP	51.7%						

TOWN OF LUNENBURG ELECTRIC UTILITY
Financial Year 2025/26
CLASSIFICATION AND ALLOCATION OF RATE BASE

CLASSIFICATION

ACCOUNT	(1) Net Plant \$ (from Ex 1-2)	(2) Substn and Transmission Demand \$	(3) Energy	(4) Distribution Demand \$	(5) Customer \$	(6) Street Lighting \$
Substations	1,376,356	664,705	711,651			
Transmission	-	-	-			
Distribution Plant other than Meters	5,958,151	-		4,175,982	1,577,945	204,223
Meters	115,625				115,625	
Substation/ Distribution Subtotal	7,450,132	664,705	711,651	4,175,982	1,693,570	204,223
General Property & Intangible Assets						
Buildings and structures	9,739	869	930	5,459	2,214	267
Mobile Equipment	3,874	346	370	2,172	881	106
Shop	13,332	1,189	1,273	7,473	3,031	365
Communications, computer and office	44,101	3,935	4,213	24,720	10,025	1,209
Miscellaneous Equipment	27,544	2,457	2,631	15,439	6,261	755
Costs of GRA	52,500	4,684	5,015	29,428	11,934	1,439
Sub-total	151,090	13,480	14,432	84,690	34,346	4,142
Total Plant Classified	7,601,222	678,186	726,084	4,260,672	1,727,916	208,365
Working Capital	788,243	70,327	75,294	441,829	179,184	21,607
Total Rate Base, Classified	8,389,465	748,513	801,378	4,702,501	1,907,100	229,972

Factors:

Classification of Distribution Plant, excluding Meters	1.0000	0.0000	0.0000	0.7009	0.2648	0.0343
Classification of Substation Transmission and Distribution Plant	1.0000	0.0892	0.0955	0.5605	0.2273	0.0274
Classification of Total Plant	1.0000	0.0892	0.0955	0.5605	0.2273	0.0274
Classification of Total Rate Base	1.0000	0.0892	0.0955	0.5605	0.2273	0.0274

DISTRIBUTION ANALYSIS

	Total	Substation Demand	Substation Energy	Distribution Demand	Customer	Street Lighting
Distribution						
Overhead Conductors	2,547,782			1,783,447	764,335	-
Poles and fixtures	1,308,389			915,873	392,517	-
Street Lighting	204,223					204,223
Transformers	1,476,662			1,476,662	-	-
Services	421,094			-	421,094	-
Account total	5,958,151	-	-	4,175,982	1,577,945	204,223

ALLOCATION TO CUSTOMER CLASSES

	Total	Domestic Standard	Domestic Time of Day	Small General Service	General Service	Large General Service	Unmetered Loads incl Street Light
Allocation of Rate Base							
Substation Demand	748,513	306,764	3,463	23,308	253,623	160,280	1,075
Substation Energy	801,378	369,558	8,976	18,659	240,614	160,558	3,013
Distribution Demand	4,702,501	1,725,137	19,476	160,035	1,771,965	1,007,677	18,212
Customer (Distribution)	1,769,547	698,992	8,263	82,022	714,587	22,110	243,574
Customer (Metering and Billing)	137,553	91,033	1,076	10,682	18,613	288	15,861
Street Light (Direct)	229,972						229,972
Total	8,389,465	3,191,485	41,255	294,705	2,999,401	1,350,912	511,707
Allocator	1.000	0.380	0.005	0.035	0.358	0.161	0.061
Calculation of Poles and Fixtures Allocator							
Distribution Demand	915,873	335,993	3,793	31,169	345,113	196,258	3,547
Distribution Customer	813,611	321,386	3,799	37,712	328,556	10,166	111,992
Total	1,729,483	657,379	7,592	68,881	673,669	206,424	115,539
Allocator	1.0000	0.3801	0.0044	0.0398	0.3895	0.1194	0.0668

TOWN OF LUNENBURG ELECTRIC UTILITY
Financial Year 2025/26
CLASSIFICATION AND ALLOCATION OF AMORTIZATION EXPENSE

CLASSIFICATION

ACCOUNT	(1) Amortization \$ (from Ex 1-2)	(2) Substation Demand \$	Substation Energy	(3) Distribution Demand \$	(4) Customer \$	(5) Street Lighting \$
Substations	95,927	46,327	49,599	-	-	-
Transmission	-	-				
Distribution Plant other than Meters	261,660	-		184,401	66,580	10,680
Meters	9,462	-			9,462	
Substation/ Distribution Subtotal	367,049	46,327	49,599	184,401	76,042	10,680
General Property & Intangible Assets						
Buildings and structures	-	-	-	-	-	-
Mobile Equipment	632	56	60	354	144	17
Shop	1,310	117	125	734	298	36
Communications, computer and office	4,264	380	407	2,390	969	117
Miscellaneous Equipment	1,408	126	134	789	320	39
Costs of GRA	52,500	4,684	5,015	29,428	11,934	1,439
Sub-total	60,114	5,363	5,742	33,695	13,665	1,648
Total Depreciation Exp, Classified	427,162	51,691	55,341	218,096	89,707	12,328
<i>Check total</i>	<i>427,162</i>					

DISTRIBUTION ANALYSIS

	Total	Substation Demand	Substation Energy	Distribution Demand	Customer	Street Lighting
Distribution						
Overhead Conductors	119,246			83,472	35,774	-
Poles and fixtures	43,119			30,183	12,936	-
Street Lighting	10,680			-		10,680
Transformers	70,745			70,745	-	-
Services	17,870			-	17,870	-
Account total	261,660	-	-	184,401	66,580	10,680
Classification of Amortization Expense	1.0000	0.0000	0.0000	0.7047	0.2545	0.0408

ALLOCATION TO CUSTOMER CLASSES

	Total	Domestic Standard	Domestic Time of Day	Small General Service	General Service	Large General Service	Unmetered Loads incl Street Light
Substation Demand	51,691	21,184	239	1,610	17,515	11,069	74
Substation Energy	55,341	25,521	620	1,289	16,616	11,088	208
Distribution Demand	218,096	80,010	903	7,422	82,181	46,735	845
Customer (Distribution)	78,049	30,830	364	3,618	31,518	975	10,743
Customer (Metering and Billing)	11,658	7,715	91	905	1,577	24	1,344
Street Light (Direct)	12,328						12,328
Total	427,162	165,260	2,218	14,843	149,408	69,891	25,542
Ratio	1.000	0.387	0.005	0.035	0.350	0.164	0.060

TOWN OF LUNENBURG ELECTRIC UTILITY
Financial Year 2025/26
CLASSIFICATION AND ALLOCATION OF EXPENSES

ACCOUNT	CLASSIFICATION					
	(1) Expense \$	(2) Coin Peak Demand \$	(3) Dist Demand \$	(4) Customer \$	(5) Lighting \$	(6) Energy \$
Power Purchases	6,325,911	1,638,411				4,687,500
Substations	60,945	29,433				31,512
Transmission Line	0	-				
Poles and Fixtures	14,171		9,920	4,251		
Services	32,403		-	32,403		
Street and Highway Lighting	26,504		-		26,504	
Transformers	84,625		84,625	-		
Meters	20,917		-	20,917		
Customer Premises Expenses	20,800		-	20,800		
Superintendence and Overhead	480,696	69,921	224,598	186,177		
Admin - Common Services	635,656	56,714	356,301	144,498	17,425	60,719
Billing and Meter Reading	156,480			156,480		
Provision for Uncollectible Electric	15,000			15,000		
Regulatory other than this Application	8,320	742	4,664	1,891	228	795
Total OM&A Expense Classified	7,882,428	1,795,221	680,107	582,418	44,157	4,780,526

ALLOCATION TO CUSTOMER CLASSES

	Total	Domestic Standard	Domestic Time of Day	Small General Service	General Service	Large General Service	Unmetered Loads incl Street Light
Cost of Power, Demand	1,638,411	671,472	7,580	51,018	555,153	350,834	2,354
Cost of Power, Energy	4,687,500	2,161,656	52,506	109,144	1,407,423	939,150	17,622
Station Costs, Energy	93,026	42,899	1,042	2,166	27,931	18,638	350
Other Coincident Peak Costs	156,810	64,265	726	4,883	53,133	33,578	225
Distribution and A&G Demand	680,107	249,501	2,817	23,145	256,273	145,737	2,634
Distribution and A&G Customer	410,938	162,325	1,919	19,048	165,947	5,134	56,565
Billing and Metering	156,480	103,559	1,224	12,152	21,174	328	18,043
Provision for Uncollectible Electric	15,000	14,693	307	-	-		
Lighting (Direct)	44,157						44,157
Total	7,882,428	3,470,370	68,120	221,556	2,487,034	1,493,399	141,949

**TOWN OF LUNENBURG ELECTRIC UTILITY
Financial Year 2025/26**

ALLOCATION OF FINANCIAL COSTS

	Total	Domestic Standard	Domestic Time of Day	Small General Service	General Service	Large General Service	Unmetered Loads incl Street Light
Interest	27,800	10,576	137	977	9,939	4,476	1,696
Required Net Income	425,231	161,765	2,091	14,938	152,029	68,473	25,937
Debt Repayment	133,000	50,595	654	4,672	47,550	21,416	8,112
Total	586,031	222,935	2,882	20,586	209,518	94,366	35,744
Allocation of Rate Base	1.000	0.380	0.005	0.035	0.358	0.161	0.061

**TOWN OF LUNENBURG ELECTRIC UTILITY
Financial Year 2025/26**

ALLOCATION OF REVENUES

	Total	Domestic Standard	Domestic Time of Day	Small General Service	General Service	Large General Service	Unmetered Loads incl Street Light
Domestic Standard	3,475,395	3,475,395					
Domestic Time of Day	72,632		72,632				
Small General Service	179,736			179,736			
General Service	2,284,300				2,284,300		
Large General Service	1,308,136					1,308,136	
Unmetered Loads incl Street Light	150,135						150,135
Late Payment Interest	36,400	25,121	525	1,299	9,455	-	-
Pole Attachment Fees	29,120	11,069	128	1,160	11,343	3,476	1,945
69 KV Line Lease	60,320	24,721	279	1,878	20,439	12,916	87
Miscellaneous Operating	9,360	3,561	46	329	3,346	1,507	571
Interest Earned (non Late Payment)	12,480	4,748	61	438	4,462	2,010	761
Miscellaneous Non Operating	28,600	10,880	141	1,005	10,225	4,605	1,744
Total	7,646,614	3,555,493	73,812	185,845	2,343,570	1,332,650	155,243
Total of Direct Revenues	7,470,334	3,475,395	72,632	179,736	2,284,300	1,308,136	150,135
Total of Allocated Revenues	176,280	80,098	1,180	6,109	59,270	24,514	5,109

Exhibit 5

TOWN OF LUNENBERG ELECTRIC UTILITY
Financial Year 2025/26

CALCULATION OF REVENUE TO COST RATIOS
Revenue at Existing Rates

	Total	Domestic Standard	Domestic Time of Day	Small General Service	General Service	Large General Service	Unmetered Loads incl Street Light
Revenues							
Direct Revenues at Current Rates	7,470,334	3,475,395	72,632	179,736	2,284,300	1,308,136	150,135
Additional Revenues from Proposed Rates							
Allocated Revenues	176,280	80,098	1,180	6,109	59,270	24,514	5,109
Total Revenues	7,646,614	3,555,493	73,812	185,845	2,343,570	1,332,650	155,243
Costs							
Purchased Power	6,325,911	2,833,127	60,086	160,162	1,962,576	1,289,985	19,975
OM&A	1,556,517	637,243	8,034	61,394	524,458	203,415	121,973
Amortization Expense (Net)	427,162	165,260	2,218	14,843	149,408	69,891	25,542
Financial Costs	586,031	222,935	2,882	20,586	209,518	94,366	35,744
Total Allocated Cost of Service	8,895,622	3,858,566	73,220	256,985	2,845,959	1,657,656	203,235
Ratio of Revenue to Cost	86.0%	92.1%	100.8%	72.3%	82.3%	80.4%	76.4%
Revenue Short (or Over)	1,249,008	303,073 -	592	71,140	502,389	325,006	47,992
	-						
Percentage Short or Over	16.33%	8.52%	-0.80%	38.28%	21.44%	24.39%	30.91%

TOWN OF LUNENBERG ELECTRIC UTILITY
Financial Year 2025/26

CALCULATION OF REVENUE TO COST RATIOS
Revenue at Proposed Rates

	Total	Domestic Standard	Domestic Time of Day	Small General Service	General Service	Large General Service	Unmetered Loads incl Street Light
Test Rate Changes Revenues							
Direct Revenues at Current Rates	7,470,334	3,475,395	72,632	179,736	2,284,300	1,308,136	150,135
Additional Revenues from Proposed Rates	1,249,008	391,700	6,998	37,745	479,703	274,709	58,154
Allocated Revenues	176,280	80,098	1,180	6,109	59,270	24,514	5,109
Total Revenues	8,895,622	3,947,193	80,810	223,590	2,823,273	1,607,359	213,397
Allocated Costs	8,895,622	3,858,566	73,220	256,985	2,845,959	1,657,656	203,235
Ratio of Revenue to Cost	100.00%	102.30%	110.37%	87.00%	99.20%	96.97%	105.00%
Revenue Short or (Over)	0	(88,627)	(7,590)	33,396	22,686	50,297	(10,162)
Percentage Rate Change	16.7%	11.3%	9.6%	21.0%	21.0%	21.0%	38.7%
Proposed Electricity Rate Revenue	8,719,342	3,867,095	79,630	217,480	2,764,003	1,582,844	208,289

Calculation of Monthly Fixed Charge**Exhibit 6-1**

	Domestic	Exhibit
Rate Base:		
Customer (Distribution)	698,992	4-2
Customer (Metering and Billing)	91,033	4-2
Total Customer	790,025	Calculated
Total Rate Base	8,389,465	4-2
Percentage of Total Rate Base	9.42%	Calculated
Financial Costs Total		
Customer Portion of Financial Costs	586,031	4-5
	55,186	Calculated
Amortization		
Customer (Distribution)	30,830	4-3
Customer (Metering and Billing)	7,715	4-3
Total Customer	38,545	Calculated
OM&A		
Distribution and A&G Customer	162,325	4-4
Billing and Metering	103,559	4-4
Total Customer	265,884	Calculated
Total Customer Costs	359,615	Calculated
Number of Customers	1,897	4-1
Customers x 12 Months	22,763	
Customer Costs per Month	\$ 15.80	

Exhibit 7 Revenue Reconciliation – Effective April 1, 2025

Revenue Summary

Rate Class	Existing Rates	Proposed	% Increase
Domestic	\$ 3,475,395	\$ 3,867,096	11.3%
Time of Day	\$ 72,634	\$ 79,630	9.6%
Small General	\$ 179,736	\$ 217,480	21.0%
General	\$ 2,284,300	\$ 2,764,003	21.0%
Large General	\$ 1,308,136	\$ 1,582,844	21.0%
Street and Yard Lighting	\$ 150,135	\$ 208,289	38.7%
Sub-total	\$ 7,470,335	\$ 8,719,342	16.7%
Other Revenue		\$ 176,280	
Total Rev Req		\$ 8,895,622	

Customer Class Rate Computations and Proof of Revenue

1. Domestic		Existing Rates 2025/26	% Increase	Proposed Rates 2025/26
Rates				
Service Charge	\$	\$ 12.42	27.21%	\$ 15.80
Energy Rate	\$/ kWh	first 200	2.47%	0.18420
		balance > 200	13.04%	0.18420
		min bill		
Billing Determinants				
Number of Bills		22,763		22,763
Energy kWh		first 200		4,552,544
		balance > 200		14,489,098
Revenue				
Service Revenue		\$ 282,713		\$ 359,651
Energy		first 200		\$ 818,320
		balance > 200		\$ 2,360,999
		min bill		\$ 13,364
Sub-total		\$ 3,192,682		\$ 3,507,445
Total Revenue		\$ 3,475,395		\$ 3,867,096

2. Time of Day			Existing Rates 2025/26	% Increase	Proposed Rates 2025/26
Rates					
Service Charge	\$		\$ 23.54	27.21%	\$ 29.95
Energy	\$/ kWh	Peak	\$ 0.31926	15.4%	0.36840
		Regular	\$ 0.16295	13.0%	0.18420
		Off-peak	\$ 0.11202	2.1%	0.11441
Billing Determinants					
Number of Bills			269		269
Energy	kWh	Peak	39,946		39,946
		Regular	121,934		121,934
		Off-peak	300,633		300,633
		Total	462,512		462,512
Revenue					
Service Revenue			\$ 6,334		\$ 8,058
Energy		Peak	\$ 12,753		\$ 14,716
		Regular	\$ 19,869		\$ 22,460
		Off-peak	\$ 33,677		\$ 34,395
Sub-total			\$ 66,299		\$ 71,571
Total Revenue			\$ 72,634		\$ 79,630

3. Small General	Existing Rates 2025/26	% Increase	Proposed Rates 2025/26
Rates			
Base Charge \$/month	\$ 13.00	21.0%	\$ 15.73
Energy \$/kWh	\$ 0.15083	21.0%	\$ 0.18250
Billing Determinants			
Number of Bills	2,671		2,671
Energy	961,430		961,430
Revenue			
Demand Revenue	\$ 34,723		\$ 42,015
Energy	\$ 145,012		\$ 175,465
Sub-total	\$ 145,012		\$ 175,465
Total Revenue	\$ 179,736		\$ 217,480

4. General	Existing Rates 2025/26	% Increase	Proposed Rates 2025/26
Rates			
Demand Charge \$/kW/month	\$ 8.86	21.0%	\$ 10.72
Energy \$/kWh First 100 kWh	\$ 0.19035	21.0%	\$ 0.23032
\$/kWh Balance	\$ 0.13154	21.0%	\$ 0.15916
Billing Determinants			
Number of Bills	2,327		2,327
Average Demand kW	19.4		19.4
Energy First 100 kWh	4,321,283		4,321,283
Balance	8,076,457		8,076,457
Total kWh	12,397,740		12,397,740
Revenue			
Demand Revenue	\$ 399,367		\$ 483,234
Energy First 200 kWh	\$ 822,556		\$ 995,293
Balance	\$ 1,062,377		\$ 1,285,476
Sub-total	\$ 1,884,933		\$ 2,280,769
Total Revenue	\$ 2,284,300		\$ 2,764,003

5. Large General		Existing Rates		Proposed Rates	
		2025/26	% Increase	2025/26	
Rates					
Demand Charge	\$/kVA/month	\$ 10.28	21.0%	\$ 12.44	
Energy	\$/kWh First 100 kWh	\$ 0.15564	21.0%	\$ 0.18832	
	\$/kWh Balance	\$ 0.11496	21.0%	\$ 0.13910	
Billing Determinants					
Number of Bills		36		36	
Average Demand kW		691.3		691.3	
Energy	First 100 kWh	2,488,806		2,488,806	
	Balance	5,784,002		5,784,002	
	Total kWh	8,272,808		8,272,808	
Revenue					
Demand Revenue		\$ 255,849		\$ 309,578	
Energy	First 100 kWh	\$ 387,358		\$ 468,703	
	Balance	\$ 664,929		\$ 804,564	
	Sub-total	\$ 1,052,287		\$ 1,273,267	
Total Revenue		\$ 1,308,136		\$ 1,582,844	

6. Street and Yard Lighting		Existing Rates		Proposed Rates	
		2025/26	% Increase	2025/26	
Rates					
per year		\$ 150,134.81	38.7%	\$ 208,288.53	
Billing Determinants					
Energy kWh		155,226		155,226	
Revenue					
per year		\$ 150,135		\$ 208,289	
Total Revenue		\$ 150,135		\$ 208,289	

Subject: Temporary Borrowing Resolution for Public Works Salt Truck

Prepared by: Lisa Dagley, Director of Finance

Date: March 25, 2025 Council Meeting



Recommendation

That Council approve a Temporary Borrowing Resolution of \$210,735 for the financing of the Public Works Salt Truck #2 for the Spring 2025 Debenture Issue application, per Schedule 1.

That Council authorize the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 6.5%, to enable the Town of Lunenburg to secure a debenture of \$210,735, per Schedule 2.

Background

The financing of this Public Works truck was approved to be a capital borrowing when the capital budget for this purchase was approved. It is now time for the Town to secure a debenture for this financing, and a Temporary Borrowing Resolution needs to be approved as part of the process (Schedule 1).

Discussion and Financial

To participate in the 2025 Spring Debenture issue a Council Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate (Schedule 2) is required. The Municipal Finance Division of the Department of Finance and Treasury Board have set the pre-approval interest cap at 6.5%.

Staff are recommending a 15-year loan term.

The objective of the Municipal Finance Division is to provide capital funding to municipalities at the lowest possible cost.

Strategic Plan Relevance

Servicing and Facilities: Direction to ensure efficient infrastructure, and that municipal facilities are properly managed and maintained for future use.

Attachments

Schedule 1 - Temporary Borrowing Resolution

Schedule 2 - Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

MUNICIPAL COUNCIL OF THE

Town of Lunenburg

TEMPORARY BORROWING RESOLUTION

Amount: \$ 210,735

Purpose: Public Works Salt Truck #2 (2025)

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the Town of Lunenburg, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the Town of Lunenburg has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the Town of Lunenburg has determined to borrow for the purposes of Public Works Salt Truck #2 (2025);

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the Town of Lunenburg borrow a sum or sums not exceeding Two hundred ten thousand seven hundred thirty five Dollars (\$ 210,735) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the Town of Lunenburg to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding Two hundred ten thousand seven hundred thirty five Dollars (\$ 210,735) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Town of Lunenburg held on the ____ day of _____, 2025.

GIVEN under the hands of the Clerk and under the seal of the Town of Lunenburg this ____ day of _____, 2025.

Clerk

Name of Unit: Town of Lunenburg

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND **WHEREAS** clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the "Minister"), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on March 25, 2025.
(council's TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

Town of Lunenburg
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$ 210,735, for a period not to exceed 15 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

Town of Lunenburg
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 6.5%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:

TBR #: _____

Minister
signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the

Town of Lunenburg
(Name of Unit)

held on the _____ day of _____ 20

GIVEN under the hands of the Mayor/Warden and the Clerk of the

Town of Lunenburg
(Name of Unit)

this _____ day of _____ 20

Mayor/Warden

Clerk

Subject: 2024/25 Budget Variance (Capital & Operating) to Jan. 31, 2025

Prepared by: Lisa Dagley, Finance Director

Date: March 25, 2025



Recommendation

This is an information report. No decision of Council is required.

Financial

Please find enclosed the budget variance report to **January 31, 2025**. The period ended January 31st represents 83% (10 months) of the fiscal year. Town General expenditures are at 68%.




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Electric Utility Capital	Page 4
Operating Financial Statements Summary	Page 5
Deed Transfer Tax, Tax & Sewer Report, Parking Meter Revenue and Snow & Ice Control	Page 7
Grants to Organizations Information Update	Page 8

**TOWN CAPITAL
CAPITAL PROJECT SPENDING
January 31, 2025**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>	<u>Status</u>
Tannery Road Culvert Assessment	\$105,000	\$47,685	\$57,315	45.4%	Project was carried forward from 2023/24
Breathing Pack Washer	\$60,000	\$59,010	\$990	98.4%	✓ Project was carried forward from 2023/24
WWTP Blower Room HVAC Improvements	\$67,000	\$14,691	\$52,309	0.0%	Project Carry Forward from 2023/24
Community Centre-Completion of Skate Park Project	\$17,764	\$17,764	\$0	0.0%	✓ Project Carry Forward from 2023/24
Bandstand Restoration & Accessible Walkway	\$80,000	\$83,247	(\$3,247)	104.1%	✓ Project Carry Forward from 2023/24
Retaining Wall - Townsend Street	\$250,000	\$180,214	\$69,786	72.1%	✓ Budget was increased to \$250,000
Victoria Road Building - Exterior Repairs	\$40,000	\$11,558	\$28,442	28.9%	Roof repairs completed, exterior painting ongoing.
Conceptual Designs for Repurposing Old Fire Hall	\$30,000	\$0	\$30,000	0.0%	On hold - exterior condition assessment of Old Fire Hall completed.
Lunenburg Academy Roof Repairs	\$300,000	\$57,196	\$242,804	19.1%	Consultant working on Tender documents.
Urban Forest	\$40,000	\$22,917	\$17,083	57.3%	✓
Flag Pole	\$10,000	\$7,286	\$2,714	72.9%	✓
Interpretive Panels for Parks	\$20,000	\$0	\$20,000	0.0%	
Green St. Sidewalk Renewal	\$400,000	\$418,877	(\$18,877)	104.7%	✓
Sidewalk-Pelham-Shipyard Hill to Town Limits	\$35,000	\$0	\$35,000	0.0%	Waiting for the Parking and Traffic Study.
Montague Street Retaining Wall	\$100,000	\$160,929	(\$60,929)	160.9%	✓
New Sidewalk -Tannery Road	\$571,000	\$437,552	\$133,448	76.6%	✓
New Sidewalk-Montague St Civic #161 to #169 SSE Policy	\$30,000	\$11,003	\$18,997	36.7%	✓
Street Reconstruction-Pelham Street Hopson to King Street	\$350,000	\$29,941	\$320,059	8.6%	RFP has been issued for traffic engineering for various areas of the town.
Street Improvements - Accessibility Improvements	\$20,000	\$5,824	\$14,176	29.1%	Carryover from 2022/23. Received update from supplier in September 2023, production date for truck is now until April of 2024.
Flashing Beacon Lights	\$15,000	\$0	\$15,000	0.0%	PO issued. Poles are in place. Flashing beacons should be installed in the next few weeks.
Downtown Traffic Improvements	\$40,000	\$0	\$40,000	0.0%	
New Salt Truck (09 Replacement)	\$250,000	\$0	\$250,000	0.0%	
New Salt Truck (02 Replacement)	\$202,000	\$210,735	(\$8,735)	104.3%	✓ Project was carried forward from 2022/23
3/4 Ton Truck Replacement	\$75,000	\$69,722	\$5,278	93.0%	PO issued. New truck received. (one tonne chev)
Half Ton Truck	\$0	\$18,193	(\$18,193)	0.0%	This is the replacement truck for the vehicle involved in accident.

**TOWN CAPITAL
CAPITAL PROJECT SPENDING
January 31, 2025**




<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>	<u>Status</u>
Public Works Tools	\$20,000	\$1,612	\$18,388	8.1%	
WWTP - Various Items	\$35,000	\$5,072	\$29,928	14.5%	Ongoing purchases.
WWTP Raw Sludge Pump for Fernier Press	\$35,000	\$28,079	\$6,921	80.2%	Ongoing purchases.
Storm Separation Plan	\$110,000	\$0	\$110,000	0.0%	Project was found not to be the right application once further investigation was performed.
Flowmeter at Bluenose Station	\$20,000	\$0	\$20,000	0.0%	
Pump Replacement at Lift Stations	\$120,000	\$17,105	\$102,895	14.3%	
Baseball Field Repairs	\$10,000	\$0	\$10,000	0.0%	
Community Centre: Accessible Entrance	\$40,000	\$0	\$40,000	0.0%	
Community Centre: Exterior	\$20,000	\$0	\$20,000	0.0%	
Community Centre-Gym Floor Refinish	\$10,000	\$0	\$10,000	0.0%	
Plow for Salt Truck	\$48,764	\$48,764	\$0	0.0%	 Carry over from 2023/2024
Fire Hall -Roof Resealed & Repainted	\$90,000	\$98,578	(\$8,578)	109.5%	

Multi-Year Project

WWTP Plant Upgrade with SBR	\$4,708,900	\$352,365	\$4,356,535	7.5%	Council awarded the Upgrade Design & Engineering services to CBCL on Dec 12/23 for \$517,863 + hst. Design is underway.
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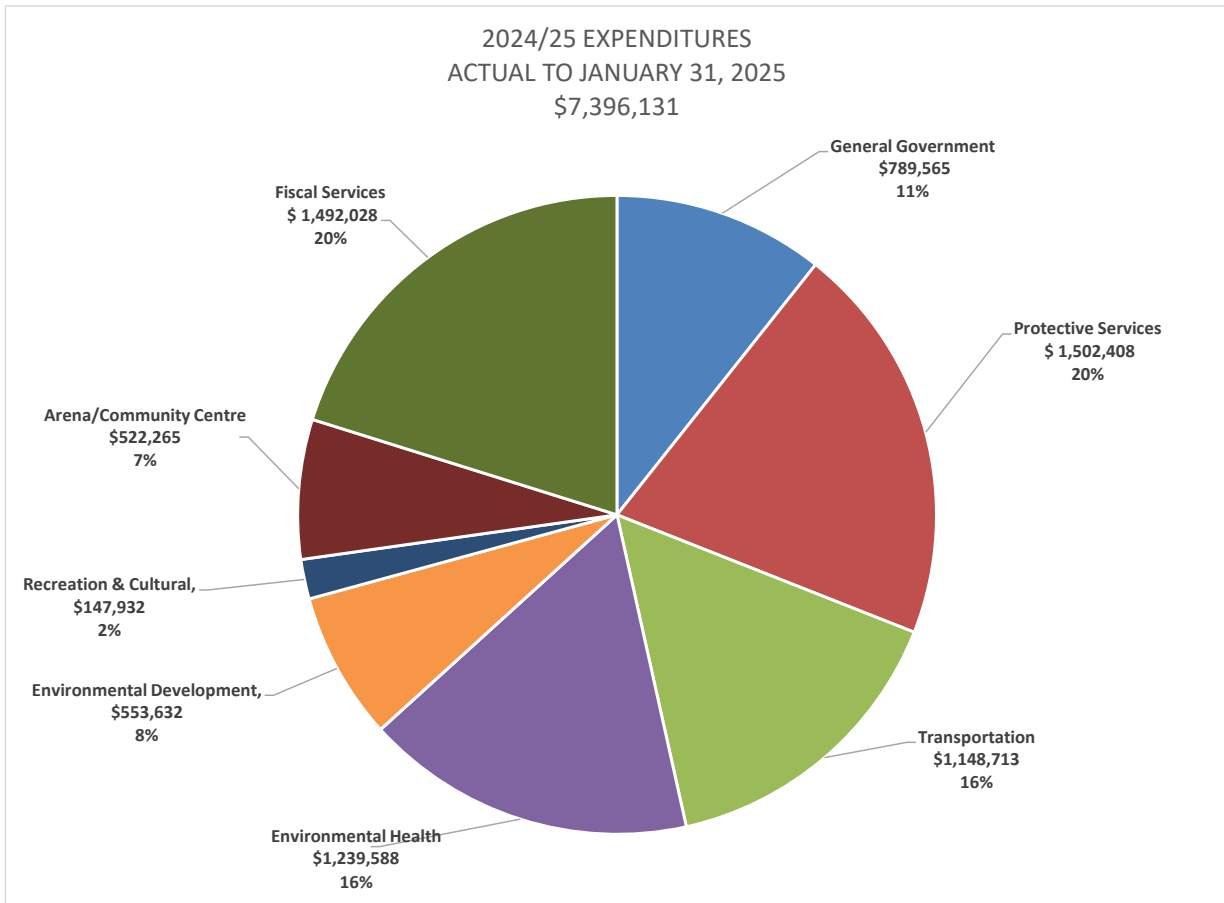
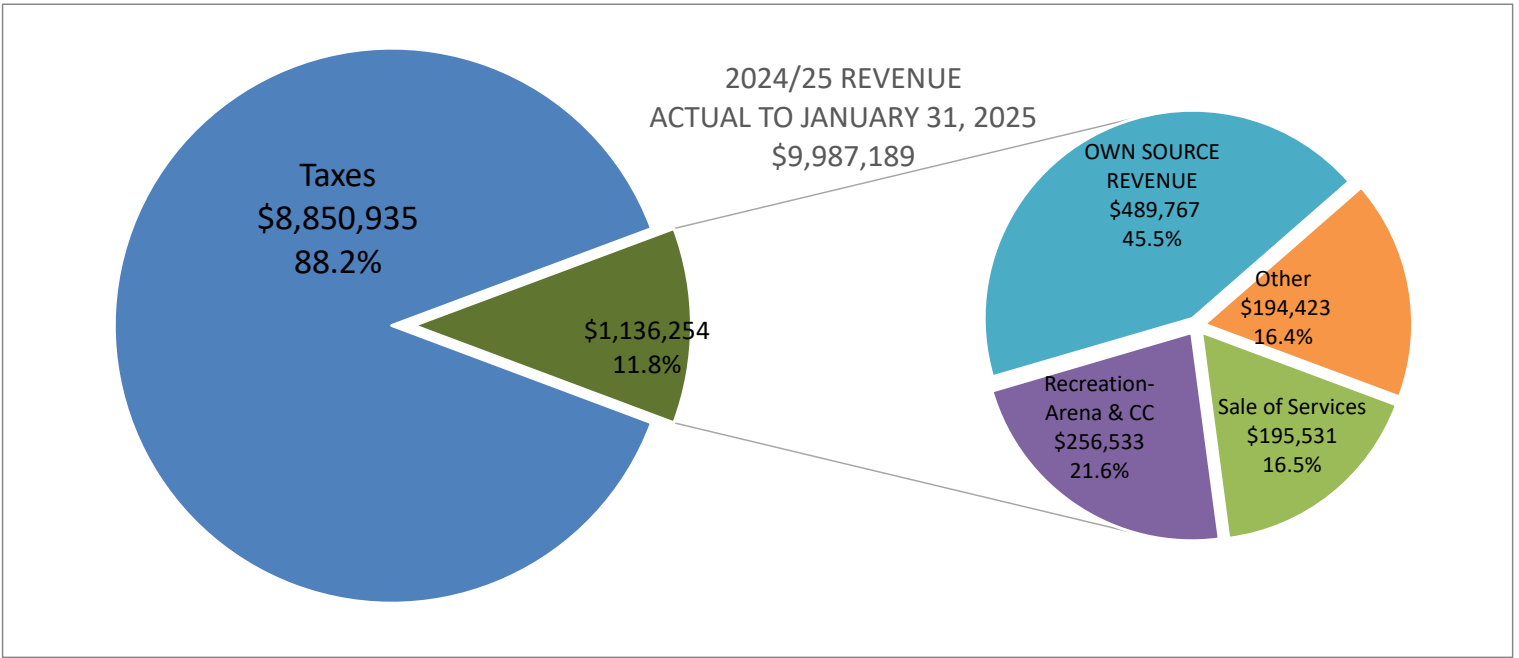
**WATER UTILITY CAPITAL
CAPITAL PROJECT SPENDING**

January 31, 2025

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>	<u>Status</u>
Cleaning System at Intake	\$70,000		\$70,000	0.0%	Project deferred to 2025/26.
Tank Bypass Line	\$13,000		\$13,000	0.0%	Project deferred to 2025/26.
Hydrant Flushing Equipment	\$10,000	\$2,244	\$7,756	22.4%	
Manifold Flushing System Investigation	\$15,000		\$15,000	0.0%	Project deferred to 2025/26.
Repair Spillway	\$450,000	\$14,089	\$435,911	3.1%	Cost to date is the preparation of tender documents. Project deferred to 2025/26 due to requirement for an American Eel passage.
Raw Water Pumphouse Waterproof Foundation	\$25,000	\$1,557	\$23,443	6.2%	Project deferred to 2025/26 and includes waterproofing the exterior of foundation and replacing a section of pipe that is leaking.
Solar Array at WTP	\$385,000		\$385,000	0.0%	Design awarded to Charge Solar and design work has been completed. Deferred until 2025-2026.
Water Meter Rollout	\$600,000		\$600,000	0.0%	RFP will be issued before end of March. Project will span 2025/26 & 2026/27.
New Services	\$20,000		\$20,000	0.0%	Ongoing
Replacement Hydrants	\$20,000	\$4,224	\$15,776	21.1%	Ongoing
Harbourview/Morash Loop - New	\$365,000	\$228,903	\$136,097	62.7%	  Project is complete.
Various Renewals	\$26,000		\$26,000	0.0%	Deferred to future period, the funds will be used to design one year and have a tender prepared the following year.
Transmission Main Renewal	\$100,000		\$100,000	0.0%	Deferred to future period.

**ELECTRIC UTILITY CAPITAL
CAPITAL PROJECT SPENDING
January 31, 2025**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>	<u>Status</u>
Overhead Conductors	\$220,000	\$180,000	\$40,000	81.8%	Ongoing
Poles & Fixtures	\$95,000	\$80,000	\$15,000	84.2%	Ongoing
Transformers-Line	\$140,000	\$103,606	\$36,394	74.0%	Ongoing
New Services	\$55,000	\$46,000	\$9,000	83.6%	Ongoing
Meters	\$10,000	\$0	\$10,000	0.0%	Current stock expected to be sufficient for this fiscal year.
Street Lighting	\$10,000	\$0	\$10,000	0.0%	Current stock expected to be sufficient for this fiscal year.
Upgrade and Extend 81W-233 to Dufferin Street (Option B)	\$1,896,000				Mar.11/25 Council report - work will be carried out in fiscal 25/26
Substation design/redesign	\$100,000		\$100,000	0.0%	Anticipated for work to be carried out in fiscal 25/26
Land for New Substation on Green Street	\$100,000		\$100,000	0.0%	Anticipated for work to be carried out in fiscal 25/26



Town of Lunenburg Operating Financial Statements

January 31, 2025

Summary Information

(YTD Pro-rated Budget = 83.3%)

TOWN GENERAL

<u>Revenue</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD %</u>	<u>Balance</u>	<u>Year End Projection</u>
Taxes	\$8,850,935	\$9,065,000	97.6% 1.	\$214,065	\$9,015,000
Grants In Lieu Of Taxes	-	351,000	0.0% 2.	351,000	351,000
Sale of Services	195,531	258,200	75.7%	62,669	243,200
Sale of Service Arena/Community Centre	256,533	323,800	79.2%	67,267	308,800
Other Revenue/Own Sources	489,767	452,800	108.2%	(36,967)	482,800
Unconditional Transfers/Other Gov'ts	50,126	50,100	100.1%	(26)	50,100
Conditional Transfers/Fed or Prov Gov'ts	26,667	138,800	19.2%	112,133	138,800
Conditional Transfers/Other Local Gov'ts	117,630	235,300	50.0%	117,670	235,300
	<u>\$9,987,189</u>	<u>\$10,875,000</u>	<u>91.8%</u>	<u>\$887,811</u>	<u>\$10,825,000</u>
<u>Expenditures</u>					
General Government Services	\$789,565	\$1,082,800	72.9%	\$293,235	\$982,800
Protective Services	1,502,408	2,056,900	73.0%	554,492	2,059,900
Transportation Services	1,148,713	1,504,100	76.4%	355,387	1,501,600
Environmental Health Services	1,239,588	1,609,400	77.0%	369,812	1,616,400
Public Health Services - Cemetery	-	25,000	0.0%	25,000	12,500
Environmental Development	553,632	991,400	55.8%	437,768	956,400
Recreation & Cultural Services	147,932	295,400	50.1%	147,468	285,400
Arena/Community Centre	522,265	725,800	72.0%	203,535	710,800
Fiscal Services	1,492,028	2,584,200	57.7%	1,092,172	2,584,200
	<u>\$7,396,131</u>	<u>\$10,875,000</u>	<u>68.0%</u>	<u>\$3,478,869</u>	<u>\$10,710,000</u>
TOWN SURPLUS (DEFICIT)**	<u>\$2,591,058</u>	<u>\$ -</u>			<u>\$ 115,000</u>

****Please note expenditures occur over a 12 month period however the majority of revenue is received in two semi-annual tax billings. Revenue is at 92% and 69% of expenditures have occurred as of January 31, 2025.**

Legend:

- Both the interim and final property and sewer tax bills have been issued.
- Provincial grants were received in February 2025.

<u>WATER UTILITY</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD %</u>	<u>Balance</u>	<u>Year End Projection</u>
Revenue	\$1,383,346	\$1,759,100	78.6% 1.	\$375,754	\$1,759,100
Expenditures	\$1,246,625	\$1,759,100	70.9%	\$512,475	\$1,724,100
WATER SURPLUS (DEFICIT)	<u>\$136,721</u>	<u>\$ -</u>			<u>\$ 35,000</u>

Legend:

- Three quarterly billings issued.

<u>ELECTRIC UTILITY</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD %</u>	<u>Balance</u>	<u>Year End Projection</u>
Revenue	\$5,779,733	\$7,518,700	76.9% 1.	\$1,738,967	\$7,538,500
Expenditures	\$5,852,954	\$7,518,700	77.8%	\$1,665,746	\$7,923,500
ELECTRIC SURPLUS (DEFICIT)	<u>(\$73,221)</u>	<u>\$ -</u>			<u>\$ (385,000)</u>

Legend:

- Electric consumption billings are seasonal in nature.

TOWN OF LUNENBURG ADDITIONAL FINANCIAL INFORMATION
January 31, 2025

DEED TRANSFER TAX REPORT

	Budget	This Month (#)	Amount	Year to Date (#)	Amount	Variance to Budget
Capital Purposes	\$350,000		\$10,270		\$216,735	\$133,265
Operating Purposes	\$185,000		\$5,135		\$108,368	\$76,632
	<u>\$535,000</u>	(2)	<u>\$15,405</u>	(43)	<u>\$325,103</u>	<u>\$209,897</u>

TAX AND SEWER CHARGES REPORT

	Balance 31-Mar-24	2024/25 Tax Billings	Collected To Date	Balance
2023/24 Taxes & Sewer and Prior	431,561	-	301,828	129,733
2024/2025 Tax & Sewer billings	-	8,476,851	8,092,478	384,373
	<u>431,561</u>	<u>8,476,851</u>	<u>8,394,306</u>	<u>514,106</u>
Interest				49,369
Total Outstanding				<u>563,475</u>

Prepayments for 2024/25 Tax & Sewer \$204,643

PARKING METER REVENUE AND FINES

	Budget 2024/25	Actual to 31-Dec-24	Variance to Budget	% of Budget
Parking Meter Revenue	\$180,000	\$140,317	\$39,683	77.95%
Parking Meter Fines	6,500	12,427	(5,927)	191.18%
Court Fines	2,500	2,544	(44)	101.76%
Total	<u>\$189,000</u>	<u>\$155,288</u>	<u>\$33,712</u>	<u>82.16%</u>

SNOW AND ICE CONTROL

Public Works Labour & Salt Purchases

	Actual 2019/20	Actual 2020/21	Actual 2021/22	Actual 2022/23	Actual 2023/24	Budget 2024/25	Actual to 28-Feb-25
April to October	\$ 1,858	\$ 3,085	\$ -	\$ 49	\$ 1,706		\$ -
November	1,050	27	264	-	-		673
December	3,789	4,212	4,492	5,771	2,109		12,922
January	4,359	9,224	823	6,004	1,925		1,050
February	15,631	8,854	13,237	18,116	6,515		19,683
March	15,217	1,736	4,545	19,885	17,860		-
Labour Cost	<u>41,904</u>	<u>27,138</u>	<u>23,361</u>	<u>49,825</u>	<u>30,115</u>	65,000	<u>34,328</u>
Salt Purchases	101,187	71,083	39,862	102,349	48,583	85,000	96,944
Contractors/Rentals/ Electric (Salt Shed)	233	230	258	1,886	242	500	222
	<u>\$ 143,324</u>	<u>\$ 98,451</u>	<u>\$ 63,481</u>	<u>\$ 154,060</u>	<u>\$ 78,940</u>	<u>\$ 150,500</u>	<u>\$ 131,494</u>
						% Budget Used	87.4%
						BUDGET VARIANCE UNDER (OVER)	\$ 19,006

2024/25 Approved Grants

Council Motion June 25, 2024

Account #01-2-19-5100	2024-25 Grant Notes	Approved Grant Amount	Actual
Bay to Bay Trail Association	Upgrade approx 1.2 km of the rail trail from SawPit Rd to Battery Point Rd.	\$348	\$348
Bridgewater Sports and Cultural Association	Establish first chenda melam team in Atlantic Canada	\$725	\$725
Bright and Lions Rugby Football Club	Introduce the sport of rugby to youth in the South Shore.	\$296	\$296
Canadian Dory Racing Association	Host international events during the year.	\$593	\$593
Fisheries Museum of the Atlantic	Offer free programming from June until September.	\$571	\$571
Health Services Foundation Curl for a Cause	Fundraise for 23 patient ceiling lifts during the 25th annual Curl for a Cause. This is part of a two year effort to raise funds to make these patient lifts possible at our community hospital.	\$500	\$500
Lunenburg & Area Garden Club	Reviving and restoring gardens	\$562	\$562
Lunenburg and District Swimming Pool	Operating expenses and new pool equipment	\$835	\$835
Lunenburg Community Garden	10th Anniversary Garden Party	\$604	\$604
Lunenburg Daycare Centre	Purchase a 6-seater stroller and to help upgrade playground including purchasing of soccer balls, basket balls, etc. and alos sandbox toys and sand, slides and climbers	\$728	\$728
Lunenburg Doc Fest Association	To present the 11th annual Lunenburg Doc Fest (LDF), running from September 18 to 22, 2024.	\$725	\$725
Lunenburg Dog Park Society	Ongoing insurance coverage/Garbage collection	\$604	\$604
Lunenburg Folk Harbour Festival- Saturdays in the Park	Series of 10 concerts	\$692	\$692
Lunenburg Folk Harbour Society- Festival	To support the 39th Folk Harbour Festival	\$802	\$802
Lunenburg Foundation of the Arts	Offset costs associated with planning for a new fundraising event	\$583	\$583
Lunenburg Tennis Club	Repairs and resurface the 3 tennis courts in Victoria Park	\$668	\$668
Lunenburg Yacht Club	Traffic Control for Mobility Cup 2024 short parade and opening ceremonies August 26, 2024.	\$500	
Nova Scotia Sea School	Help promote and run our experiential summer sailing and wilderness program in 2024.	\$647	\$647
Royal Canadian Legion Branch 23	Traffic control for events.	\$834	

2024/25 Approved Grants

Council Motion June 25, 2024

Account #01-2-19-5100	2024-25 Grant Notes	Approved Grant Amount	Actual
Second Story Women's Centre	Support inclusive summer programs for girls and gender-diverse youth camps.	\$753	\$753
Society of Saint Vincent de Paul	Delivery of the SSVF Helping Neighbours-in-Need program to assist the vulnerable of the Town of Lunenburg, who have been adversely affected by hard times, the housing crisis and the increasing cost of living.	\$805	\$805
South Shore ICE Storm	Support five (5) hours of ice rental	\$519	\$519
South Shore Minor Hockey Association- Gary Wentzell Tournament	Support ice rentals costs for the Gary Wentzell Tournament 2025. Takes place in March.	\$580	\$0
South Shore Public Libraries- Lunenburg Lit Festival	Pay the performance fee's for 2 authors for the children's portion of the 2024 Lunenburg Lit Festival and to buy class copies of their books for students at Bluenose Academy.	\$750	\$750
South Shore Public Libraries- Lunenburg Branch	The Lunenburg Library is offering inclusive, barrier free gardening workshops to empower community members to grow their own food and participate in knowledge sharing.	\$600	\$600
South Shore Sexual Health Society	Work in Lunenburg and outreach Bluenose Academy	\$750	\$750
South Shore Regional Centre for Education SSPL Intl Cafe for Parents Newcomers	Host International Café for Parent Newcomers	\$750	\$750
The Lunenburg Theatre Collective	Support venue rentals.	\$676	\$676
Subtotal		\$18,000	\$16,086
Lunenburg County Wheels		\$10,000	\$10,000
Brighter Days Capital Campaign		\$4,000	\$4,000
Traffic Control		\$8,000	\$5,479
		40,000	35,565
			Balance
Lunenburg Students Attending Events			2,000
South Shore Minor Hockey Association- Gary Wentzell Tournament			580
Royal Canadian Legion Branch 23-Traffic Control			834
Traffic Control for Mobility Cup 2024 short parade and opening ceremonies August 26, 2024.			500
Unallocated Traffic Control			2,521
			<u><u>\$42,000</u></u>

Subject: Community Garden Licence Renewal

Prepared by: Kayla Byrne, Legislative & Policy Manager

Date: March 25, 2025



Recommendation

That Council approve the five-year Community Garden Licence Agreement between the Town of Lunenburg and the Lunenburg Community Network, effective from April 30, 2024, to April 29, 2029, and authorize the Mayor and Chief Administrative Officer to sign the agreement on behalf of the Town.

Alternatives

- Consider a different term length
- Deny the renewal
- Defer a decision

Background

The Lunenburg Community Network has held a licence agreement with the Town of Lunenburg for the past 10 years, allowing it to operate the Lunenburg Community Garden on a small parcel of land near the Lunenburg Academy for community gardening purposes.

The Town of Lunenburg's [Community Gardens Policy](#) states that the Town supports community gardens and allows them to be located on Town-owned or Town-maintained land.

Discussion

The proposed Community Garden Licence Agreement outlines the key terms governing the Lunenburg Community Network's use of Town-owned land for the Lunenburg Community Garden. It covers land use permissions, maintenance responsibilities, liability and insurance requirements, and termination provisions. Under the agreement, the Town also provides water access.

This draft agreement largely mirrors the 2022–2024 agreement, with the primary change being an extension from a two-year term to a five-year term. While the agreement still includes a termination clause if needed, a longer term reduces administrative workload by avoiding the need to bring it back for renewal as frequently.

Relevant Legislation

- Municipal Government Act

Financial

There are no significant financial implications associated with this agreement. The Licensee, Lunenburg Community Network, is responsible for all costs related to the operation, upkeep, and maintenance of the Community Garden, including insurance coverage as required under the agreement. The Licensee will also pay a nominal license fee of \$1 per year to the Town. The Town's in-kind support is limited to granting land access and providing reasonable water access.

Attachments

- Draft five-year licence agreement

COMMUNITY GARDEN LICENSE AGREEMENT

THIS LICENSE AND USE AGREEMENT made this _____ day of _____, 20_____.

BETWEEN: The **TOWN OF LUNENBURG**, a municipal body corporate (the "Town")

-and-

LUNENBURG COMMUNITY NETWORK, a Canada not-for-profit corporation (the "Licensee")

WHEREAS the Licensee and the Town desire to enter into an agreement to permit the Licensee to enter onto Town-owned land for the purpose of operating a Community Garden;

AND WHEREAS the Parties have previously entered into a License and Use Agreement dated the 13th day of February 2022, which will expire on the 30th day of April 2024;

AND WHEREAS the Parties recognize that encouraging and promoting the operation of Community Gardens is a valuable recreational activity that contributes to the health and well-being of the residents of the Town;

AND WHEREAS the Town desires to encourage community gardening through collaboration with neighbourhood associations, community groups, individuals, and/or non-profit organizations;

AND WHEREAS the Licensee understands that its right to use Town-owned land is granted by the Town and may be revoked at the Town's discretion;

AND WHEREAS both parties agree that their shared responsibilities make this agreement legally binding;

NOW THE PARTIES AGREE AS FOLLOWS:

DEFINITIONS

Community Garden means a site that is operated by an individual or group on a non-profit basis for one or more of the following purposes:

- a. Production of produce, including flowers, herbs, etc., for:
 - i. Personal use;
 - ii. Donation to a local food cause; and/or
 - iii. Generating revenue to reinvest in the Community Garden; and/or
- b. Production of a floral or landscape display; and/or
- c. Demonstration gardening or other related instructional programming; and/or
- d. A meeting place for those interested in gardening.

Lands means the lands upon which the Licensee is operating a Community Garden as described/shown in Schedule A.

Licensee is the Lunenburg Community Network for the purposes of this agreement.

Plot Holder means a member of a Community Garden who has:

- i. Responsibility for maintaining at least one garden plot, either alone or with another Plot Holder, in the Community Garden; and
- ii. Signing the required Liability Release and Waiver (Schedule B).

ARTICLE 1: LIABILITY, RELEASE, WAIVER, AND INDEMNITY

- a. The Licensee voluntarily assumes any risk of injury, damage, or legal action and shall indemnify and hold harmless the Town and its officers, employees, agents, and representatives (the "Town") from and against all liability, actions, claims, losses, costs, and damages that may be brought against or suffered by the Licensee or the Town. The Licensee releases and forever discharges the Town from any claim or demand whatsoever in respect of injury, death, loss, or damage to property caused by or arising from the Licensee's or the Plot Holder's use of the Community Garden.
- b. The Licensee shall ensure that each Plot Holder signs the Liability Release and Waiver (Schedule B) before being permitted to use a plot. No Plot Holder may access or use a plot without first executing this waiver. The Licensee shall maintain records of signed waivers and provide copies to the Town upon request.

ARTICLE 2: OBLIGATIONS AND RIGHTS OF THE TOWN

- a. The Town shall support the Community Garden in accordance with its approved Community Gardens Policy.
- b. The Town may modify or end this agreement at any time with three (3) months' written notice to the Licensee. The Town is not required to provide a reason.
- c. The Town shall:
 - i. Permit the Licensee's physical access to the Lands during the Term as set out in this agreement.
 - ii. Provide the Licensee with a photocopy of the License Agreement upon receiving the Licensee Fee and a duly executed copy of the License Agreement from the Licensee.
 - iii. Provide reasonable water access to the Lands from the Hillcrest Cemetery upper shed service.

ARTICLE 3: OBLIGATIONS AND RIGHTS OF THE LICENSEE

- a. The Licensee shall only permit a Plot Holder to plant or grow plants that are permitted within the definition of Community Garden and the approved garden plan contained in Schedule A.
- b. If there is a disagreement about the suitability of any plants a Plot Holder wishes to plant or grow on the Lands, the Licensee will first attempt to resolve the dispute in consultation with Town Staff. If the Town and the Licensee cannot reach an agreement, the Town has the final authority to determine acceptability and may require the Licensee to:

- i. Remove such plant or plants from the Lands; or
 - ii. Refuse permission to the Plot Holder to plant such plants on the Lands.
- c. The Licensee shall:
 - i. Ensure that each Plot Holder signs the Liability Release and Waiver (Schedule B) before using a plot.
 - ii. Develop and maintain the Community Garden as depicted in Schedule A and in a manner that is respectful of the adjacent Hillcrest Cemetery and Lunenburg Academy operations.
 - iii. Maintain the Community Garden in a clean and neat condition satisfactory to the Town.
 - iv. Provide the Town with a Certificate of Insurance confirming coverage for the duration of this agreement and any renewals.
 - v. Report any significant vandalism to the Town Staff as soon as practicable.
 - vi. Assume full responsibility for risk management and site security on the Lands.
 - vii. Comply with all relevant laws, bylaws, and regulations.

ARTICLE 4: RELATIONSHIP OF THE PARTIES

- a. The relationship between the Town and the Licensee is that of a property owner and a licensee with limited use of the Lands. It is not a landlord-tenant relationship.
- b. The Licensee acknowledges that nothing in this agreement grants or transfers any ownership, title, or legal interest in the Lands.

ARTICLE 5: OTHER TERMS AND CONDITIONS

- a. The term of this agreement is five (5) years, starting on April 30, 2024, and ending on April 29, 2029. If the Licensee remains on the Lands after the agreement expires, they will be considered a Licensee at will and must continue to follow all other terms and conditions of this agreement.
- b. This agreement is a public document and may be released upon lawful inquiry.
- c. This is the final and complete agreement between the parties. No verbal or written statements, past or future, are legally binding unless included in this agreement and signed by both parties.

Signed by the authorized representatives of both parties as confirmation of their agreement.

SCHEDULES

Schedule A: The lands upon which the Licensee is operating a Community Garden

Schedule B: Liability Release and Waiver

SIGNED AND DELIVERED:

TOWN OF LUNENBURG

Witness Signature

Printed Name

Date

Witness Signature

Printed Name

Date

Mayor Signature

Printed Name

Date

CAO Signature

Printed Name

Date

LUNENBURG COMMUNITY NETWORK

Witness Signature

Printed Name

Date

Witness Signature

Printed Name

Date

Member Authorized to Sign Signature

Printed Name

Date

Member Authorized to Sign Signature

Printed Name

Date

SCHEDULE A

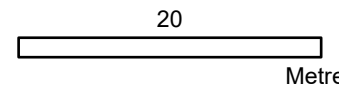
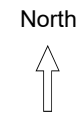
Lunenburg Academy



Unity Lane

Maps are for graphical purposes only.
They do not represent a legal survey.
While every effort has been made to ensure that these data are accurate and reliable within the limits of the current state of the art, The Town of Lunenburg cannot assume liability for any damages caused by any errors or omissions in the data. Users of our maps and other analysis products are solely responsible for interpretations made from these products.

TOWN OF LUNENBURG Community Garden License Area



Metres

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Schedule B

Liability Release and Waiver

The Plot Holder voluntarily assumes all risks of injury, damage, or legal claims related to their participation in the Community Garden. The Plot Holder fully releases and forever discharges the Lunenburg Community Network (the Community Garden Licensee/Operator) and the Town of Lunenburg, including their officers, employees, agents, and representatives (the “Licensee” and the “Town”), from any and all liability, claims, losses, costs, or damages. This includes any claims that may be brought against the Licensee or the Town due to the use of the Community Garden, the provision or termination of land access, or the Town’s provision of services, materials, or facilities related to community gardening.

The Plot Holder further agrees to hold harmless and indemnify the Licensee and the Town from any claims, damages, or legal actions brought by third parties, including other Plot Holders, arising from the use of the Community Garden or any services, materials, or facilities provided by the Licensee or the Town. This includes any costs, claims, or demands related to property damage, personal injury, or other liabilities.

The relationship between the Plot Holder, the Licensee, and the Town is strictly that of a property owner and a licensee with limited land use rights. The Plot Holder acknowledges and agrees that they are not a tenant and that no landlord-tenant relationship exists between the Plot Holder and either the Licensee or the Town.

Furthermore, the Plot Holder acknowledges that their permission to use a plot does not grant them any ownership rights or legal interest in the Town-owned land. The Plot Holder waives any claim or argument that they hold any form of title, ownership, or estate in the land used for community gardening.

Signed and agreed to by:

Plot Holder Signature

Lunenburg Community Network Signature

Printed Name

Printed Name

Date

Date