

TOWN OF LUNENBURG
COUNCIL MEETING AGENDA
Tuesday, October 28, 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>

Please note that all Council meetings are livestreamed through Zoom and meeting recordings are archived 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 October 28, 2025 Council Meeting Agenda

Recommendation: That Council approve the agenda for the October 28, 2025 meeting as presented.

5. APPROVAL OF MINUTES

5.1 October 14, 2025 Meeting Minutes

Recommendation: That Council approve the October 14, 2025 meeting minutes as presented.

6. PRESENTATIONS

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.

9. PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS AND APPEALS

10. BUSINESS ARISING AND UNFINISHED BUSINESS

11. NEW BUSINESS

11.1 Lunenburg Electrical Utility

Recommendation 1: That Council approve the confirmation of the continued ownership, management and investment in the Lunenburg Electrical Utility.

Recommendation 2: That Council approve the 5-year Capital Plan for the Lunenburg Electrical Utility as included in the 2025/26 Capital Budget.

11.2 Information Report: Wastewater Treatment and Harbour Water Quality

12. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

13. ITEMS FOR CONSIDERATION AT COMMITTEE OF THE WHOLE

The next Committee of the Whole meeting is scheduled for Monday, November 3, 2025

14. MOTION ACTION LIST

15. CLOSED SESSION

15.1 Acquisition, sale, lease and security of municipal property

15.2 Personnel matters

Recommendation: That Council move into closed session at _____ p.m. to discuss agenda items 15.1 and 15.2.

16. ADJOURNMENT

**COUNCIL MEETING
TOWN OF LUNENBURG**

October 14, 2025 | 6 pm
Lunenburg Town Hall - Council Chamber



- Present** Mayor Jamie Myra, Deputy Rachel Bailey, Councillors Alex Greek, Renea Babineau, Gale Fullerton, Debbie Dauphinee and Alison Strachan
- Also present** Paul Nopper, Chief Administrative Officer
Kayla Byrne, Legislative and Policy Advisor
Marc Kiely, Director of Community Development
Jamie Deans, Communications and Events Coordinator
Tyson Joyce, Director of Public Works
Jacob McGuigan, Accountant
- Call to Order** The Chair called the meeting to order at 6:00 p.m.
- Land Acknowledgment** The Chair recognized Lunenburg’s location on the unceded territory of the Mi’kmaq people.
- Approval of Agenda** Moved and seconded that Council approve the agenda for the October 14, 2025 meeting with the following additions:
- 11.9 Veterans Crosswalk
 - 11.10 Nov. 11 Meeting Schedule Change
- Motion carried unanimously**
- Approval of Minutes** Moved and seconded that Council approve the September 22, 2025 meeting minutes as presented.
- Motion carried unanimously**
- Public Input and Questions** Robert Young requested information about the Maritime Municipal Electrical Utility Alliance. Staff explained it is a partnership of municipal utilities that share best practices and pursue green energy opportunities, while the Town continues to receive power through Nova Scotia Power. Mr. Young suggested exploring solar panels on municipal buildings to access green funding and asked about the new wastewater treatment plant cost, which staff estimated at \$12–13 million.
- Oliver Osmond expressed appreciation for the Town’s long-standing snow-clearing service on Knickle Road Extension and Buena Vista Court. He thanked the Town for its past support and recognized that continuation of the service may no longer be feasible.

Jennifer Corson raised concerns about the proposed affordable housing tax forgiveness policy and how it aligns with the financial realities of affordable housing projects, particularly where developments rely on CMHC funding.

Policy
Amendments:
Snow Removal
Policy

Councillor Dauphinee declared a conflict of interest and did not take part in the discussion or vote on the item.

Following the review of the staff report, councillors expressed concern about the legal and insurance implications, particularly the Town's potential liability if accidents occur on roads that do not meet municipal standards. Discussions indicated support for a sunset provision allowing one additional winter season to give residents time to find alternate snow-clearing contractors, recognizing that suitable private equipment and operators may be limited.

The chair called a recess from 6:30 p.m. until 6:37 p.m.

Moved and seconded that Council approve that Public Works continue to provide salting, sanding, and snow removal services for Buenavista Court and Knickle Road Extension for one additional winter season (2025–2026), after which the arrangement will automatically end unless renewed by Council, subject to the following conditions:

1. Service Scope: Public Works will perform salting, sanding, and snow removal only on the roadway surfaces of Buenavista Court and Knickle Road Extension; and that the cost of this will be borne by the property owners at cost plus 10 %.
2. Service Method: These private roadways will be maintained in line with the Town's standard winter maintenance practices, rather than through a call-out process.
3. Inspection: Public Works will inspect Buenavista Court and Knickle Road Extension before the start of the 2025–2026 winter season to confirm they remain suitable for service and to document their condition. Any deficiencies or safety issues identified will be reported to the property owners and must be addressed before service begins.
4. Indemnification: Property owners of Buenavista Court and Knickle Road Extension will indemnify and hold harmless the Town of Lunenburg from any claims, damages, or liabilities arising from or related to the provision of winter maintenance services on these private roads.

5. Future Requests: No other existing or future private roadways will be considered for inclusion in Public Works' salting, sanding, or snow removal operations.
6. Sunset Clause: This approval shall expire on April 30, 2026, unless Council provides further direction.

Motion carried unanimously

Community
Member
Appointments

Moved and seconded that Council appoint Kelly Goudie to the Anti-Racism and Anti-Discrimination Advisory Committee for a term ending March 31, 2026.

Motion carried unanimously

Moved and seconded that Council appoint Linda Mills and Natasha Strickland and reappoint Teresa Alexander-Arab to the Lunenburg County Accessibility Advisory Committee for three-year terms, each ending September 30, 2028.

Motion carried unanimously

Terms of Reference
Amendment

Moved and seconded that Council approve an immediate amendment to the Lunenburg County Anti-Racism & Anti-Discrimination Committee Terms of Reference to allow any member of the Committee, including but not limited to Council representatives, to serve as Chair.

Motion carried unanimously

Affordable Housing
Tax Relief Policy

Moved and seconded that Council approve the Affordable Housing Tax Relief Policy as presented.

Motion carried unanimously

LUB Amendment:
Salt Meadows – 1st
reading

Moved and seconded that Council approve first reading of an amendment to the Land Use Bylaw to rezone to Lower Density Residential Use the Salt Meadows subdivision, which includes all lots within the Town's boundaries on Wood Street, Whynacht Street and Adams Street, and also includes PID 60731452 (off Rudolf Drive/Morash Lane).

Motion carried unanimously

Grant Funding
Request:
Tharangam
Lunenburg

Moved and seconded that Council authorize a cash grant of \$500 to Tharangam Lunenburg to support their participation in the October 18, 2025, Chendamelam celebration in Mississauga, Ontario, as part of the Atlantic Canada ensemble.

Motion carried unanimously

Audited 2024/25
Town Financial
Statements

That Council confirm approval of the audited 2024/25 Town Financial Statements as recommended by the Audit Committee at its September 29, 2025 meeting.

Motion carried unanimously

- Funding Pre-Application: Safe and Active School Routes That Council approve an application to the Safe and Active School Routes Funding Pre-Application, focused on the Victoria Road (between Green Street and the BMR crossing) Sidewalk Renewal Project and safety improvements along the one-way section of Green Street.
- Motion carried unanimously**
- Information Reports Council received, for information, the potable water and wastewater quality test results for April – June 2025.
- Veterans Crosswalk Staff provided a verbal report regarding the proposed veterans crosswalk. Staff advised that the preferred location is on Duke Street near the Legion, where the pavement is in good condition and easier to maintain, with an estimated cost of approximately \$3,000. The previously discussed alternative location on King Street near the war memorial was not recommended due to extensive cracking and patching, as staff felt it would be more respectful to veterans to avoid a site that could deteriorate quickly and require frequent repairs.
- Moved and seconded that Council waive notice to consider a decision on the installation of a Veterans Crosswalk.
- Motion carried unanimously**
- Moved and seconded that Council approve the installation of a decorative Veterans Crosswalk on Duke Street adjacent to the Royal Canadian Legion, at an estimated initial cost of \$3,000; and that the design align with the key findings of the Transportation Association of Canada’s Report on Non-Standard Pavement Markings, with the goal of completing installation before November 11, 2025.
- Motion carried unanimously**
- Moved and seconded that Council consider an annual renewal budget of \$3,000 for ongoing maintenance of the Veterans Crosswalk and include it in upcoming budget deliberations.
- Motion carried unanimously**
- November Meeting Schedule Moved and seconded that Council move its regularly scheduled meeting of Tuesday, Nov. 11, 2025 to Wednesday, Nov. 12, 2025 in accordance with the Procedural Policy.
- Motion carried unanimously**
- Items for COTW Council confirmed that it would change its Committee of the Whole meeting from Tuesday, Nov. 4, to Monday, Nov. 3, to accommodate the NSFAM conference.

Councillor Reports Councillors highlighted community events such as the flag raising for the National Day of Truth and Reconciliation and Mi'kmaq History Month, as well as the 10th anniversary of the Lunenburg Literary Festival.

The Mayor provided an update regarding the Public Participation Meeting (PPM) scheduled for the following evening, clarifying that while the session would be audio recorded and posted to YouTube as advertised, future PPMs would not be publicly posted in order to create a more comfortable environment for participants.

Motion Action List Council received the Motion Action List for information.

Adjournment There being no further business, the Council meeting adjourned at 7:08 p.m.

Minutes were read and approved.

Subject: Lunenburg Electrical Utility
From: Paul Nopper, Chief Administrative Officer
Lisa Dagley, Director of Finance
Date: October 28, 2025



Recommendation

That Council approve the confirmation of the continued ownership, management and investment in the Lunenburg Electrical Utility.

That Council approve the 5-year Capital Plan for the Lunenburg Electrical Utility as included in the 2025/26 Capital Budget.

Alternatives

That Council approve the sale of the Lunenburg Electrical Utility and start the process for the sale of the utility.

That Council tables the decision of the ownership or sale of the Lunenburg Electrical Utility.

Background

- Overview and Governance Status

The future of the Lunenburg Electric Utility (LEU) has been under review since 2022. On April 25, 2023, Council received the *Electrical Utility Financial Evaluation and Sustainability Assessment of Future Options* report, accompanied by a consultant presentation.

LEU operates under a Service Contract with Nova Scotia Power (NSP), initiated on June 1, 2018. The original five-year agreement has since been extended through three one-year terms. NSP has indicated a preference to renegotiate the agreement rather than continue with further extensions. The current extension expires May 31, 2026. The Town must notify NSP of its intentions post-May 2026 by the end of November 2025.

In the absence of a new direction from Council regarding ownership, staff have continued to operate LEU under the assumption of ongoing municipal ownership.

Discussion

Currently, the Town is at an impasse with the Lunenburg Electrical Utility. In November, we need to

identify with Nova Scotia Power if we intend to negotiate a new service agreement. In addition, we need to decide on ownership and investment into the Utility or look to sell the Utility.

In September 2025, the Town initiated a process of joining the Maritime Municipal Electrical Utility Alliance. The purpose of joining this Alliance was to bolster our knowledge sharing, collaboration, and explore opportunities for partnership on projects that can further benefit the Lunenburg Electrical Utility. The priorities of this Alliance are expanding the use of clean energy, modernizing and strengthening the energy grid, building strong connections with customers and communities, and improving efficiency and sustainability in operations. There is no cost to participate unless we seek to partner in grant funding or project opportunities. If the Town wishes to sell the electrical utility, then we can leave the Alliance at no cost or consequences to the Town.

Option 1. Sell the Utility

The first scenario for consideration by the Council is to sell the electrical utility. While the utility has been evaluated, if we choose to sell at its current state, this does not mean that we would get a bid at that same amount. With the current condition of the utility and the need for upgrading, it may negatively impact the amount of any bid. If Council did move to sell the utility, this would put the onus on the new owner to make upgrades and ensure electrical services are provided to the community. As well, the Town would not retain any control measures as it relates to upgrades or even the electrical rates for the users of the system. These rates would be subject to the Utility Board approvals, but in the hands of another operator. Additionally, any repairs from storms or climate change events would not be an issue for the Town moving forward. In summary:

- Council can sell the electrical utility.
- We may not get a bid close to asset evaluation at this time.
- Loss of control over the process to upgrade the asset, manage rates, or customer service processes.
- Would not have to worry about climate change risks or mitigation, but this could be an issue under customer services.

If Council wants to proceed with this option, the next steps would be:

- Speak with legal on the next steps and best path forward for negotiating the sale of the electrical utility.

Option 2: Retain the Utility

The second scenario is for the Council to approve retaining the electrical utility. This would mean that Council is willing to invest in the utility asset and be prepared to continue operations. We will need to tell NSPI that we want to start negotiations of our service agreement, as we have been renewing on an annual basis. This will need to occur in November to start the process, as the agreement ends in May

2026.

One aspect that needs to be approved in this process is the 5-year Capital Plan. In speaking with other government representatives, funders are seeking larger-scale, shovel-ready projects that will have bigger community impacts. For the Town to have the best opportunities at funding, this 5-year plan needs approval, so staff can seek funding for the projects. Council will still approve projects and funding before any project moves forward to the construction stage, as they will need to come back before Council before staff can proceed.

Note that down the line, Council could still sell the utility if it desires such. By investing in the utility, you are further enhancing its valuation and this makes it more appealing to potential buyers in the future. This could lead to higher returns on investment if chosen to sell.

Another aspect for consideration is climate change and adaptation. As we move forward with the modernization of the grid, we should take into consideration how we manage the utility as it relates to climate, storms, and maintenance. In the processes, we should be structuring and ensuring the tree-clearing measures budgeted for are being completed for preventative maintenance. Additionally, in looking at the grid, we should be building it to withstand or have preventative measures to protect it from storms or other climate change events.

- Council retains the electric utility.
- We need to inform Nova Scotia Power of our intent to negotiate a new Service Agreement.
- Approve the 5-year Capital Plan for the utility.
- Utilize our partnerships in the MMEUA.
- Continued preventative maintenance and processes or improvements that align with best practices for climate adaptation and storm protection.
- Council still has the right to sell the utility if desired down the line.

Strategic Plan and Resource Relevance

Council Strategic Plan Top 5 Priorities to Date:

- **Electrical Utility**
- MPS, LUB, Heritage By-Law, CCP
- HR Procedures
- Trust in the Community
- Internal and External Communications

- Municipal Plan Strategy Section 2.2.3 Sustainable Infrastructure

- Lunenburg is fortunate to have a range of infrastructure that supports development and quality of life in the community. These assets include sewer, water, roads, sidewalks, and even a municipal electric utility. Infrastructure is, however, also a liability that must

be maintained and replaced as it ages. This is a significant cost burden to the Town. Existing infrastructure should be used to its fullest to make the most of this investment, and new infrastructure should be carefully considered to balance its sustainability against the potential benefits it can bring.

- **Land Use By-Law Sections**

- Electric Vehicle Charging – Accessory
 - 6.7.2. Nothing in this By-law shall prevent the installation of an electric vehicle charging station where the station is for the exclusive domestic use of a dwelling.
 - 6.7.3. Charging stations for electric vehicles that are not for the exclusive use of a dwelling shall be permitted as an accessory use in all use zones except the Lower Density Residential Use Zone.
 - 6.7.4. Electric vehicle charging stations operated on a commercial basis shall be permitted, or not, as indicated in each use zone’s permitted uses table.
- Solar Collector Systems – Accessory
 - 6.7.5. On-building solar collector systems shall be permitted as an accessory use in all use zones.
 - 6.7.6. On-building solar collector systems shall be exempt from building height requirements.
 - 6.7.7. Off-building solar collector systems may be permitted as an accessory use to a maximum panel area of 4 square metres (43 square feet) and subject to the form requirements for accessory buildings.

- **Comprehensive Community Plan**

- **Section 4.11 Electricity**
 - Goal B – Enhance the resiliency of the electricity grid to withstand the impacts of climate change.
- **Section 9.2 Renewable Energy**
 - *Smart Grid:* A Smart Grid is an electric grid enhanced by information technology that allows two-way communication of electricity data, making monitoring, generation, consumption and maintenance more efficient.
 - There are significant benefits to adopting renewable energy production practices within a community. Reducing reliance on energy products through the burning of fossil fuels can help mitigate the impacts of climate change, all the while reducing energy costs associated with energy poverty. Renewable energy production can be adopted at multiple scales, from the individual level to

municipal and regional renewable energy production. Renewable energy initiatives at the municipal level are typically supported by provincial and federal programs

- **Section 9.6 Electric Vehicles**

- There is a growing uptake of electric-powered vehicles across North America. Electric vehicles are automobiles that run completely or partially on electric energy as opposed to internal combustion engines that burn fossil fuels. Many electric vehicles require an external source of energy to charge batteries that provide propulsion; however, charging stations differ from traditional gasoline or diesel fueling as it is possible for chargers to be either personal in nature, home or work, or operate as a commercial business.

- **Section 11.4 Joint Services**

- As further detailed in the Servicing and Facilities chapter of the Plan, municipal water, wastewater, and electric utility connections extend to various degrees into the District of Lunenburg. To ensure the Town can provide adequate services to the community, all the while exploring new services, a shared service lens should be applied to decision-making.
 - **Common Interest:** The objectives of all parties involved in a shared service are aligned.
 - **Mutual Benefit:** All parties must benefit; it must be proportional to contribution, and the arrangement must be perceived as fair.
 - **Cost Effectiveness:** There must be cost benefits associated with the shared service, and managing and administering the service must not eliminate any financial benefits gained.

Financial Considerations

- **Financial Forecast and Rate Planning**

- The revised projections for 2025/26, reflecting GRA rates approved for October 1, 2025, estimate a deficit of \$133,500.
- Approximately 80% of LEU's expenditures are attributed to power costs, leaving only 20% of revenue for other operational costs.
 - **2026/27 Financial Projections**
 - Revenue (excluding power): \$1,878,000
 - Operating Expenses (pre-interest/debt/depreciation): \$1,559,180
 - Estimated Deficit (after interest/debt/depreciation): \$282,000

- These figures are preliminary, pending winter 2025/26 sales and ratchet data. As we submit for additional GRAs in the future, we will manage them to ensure we are being responsible to the ratepayers. To manage costs, staff recommend:
 - Pursuing grants to reduce capital-related debt
 - Exploring lower-cost field service contracts
 - Continuing annual review of staff/council allocations to LEU
- **Capital Plan and Infrastructure Needs**
 - Council reviewed LEU's five-year capital plan during budget meetings on May 13, 2025. The plan aims to modernize the grid, expand capacity, and improve redundancy—critical for supporting growth.
 - **Key Projects and Costs**
 - Wheelhouse/HVH Expansion Construction Power (2025/26): \$2.37M
 - Green Street Circuit Upgrade (2026/27): \$1.4M
 - Substation Prep (2026/27): \$1M
 - New Substation (2027/28): \$2.6M (+\$500K contingency required)
 - Feeder Upgrades (2027–2029): \$2.7M
 - AIM Meter Conversion (2026–2029): \$400K–\$650K
 - Total estimated cost: \$18M–\$20M
Note: No billing software and administrative upgrades are not included.
 - **Projected Debt Ratios (Assuming Full Funding)**
 - 2026/27: 5.8%
 - 2027/28: 6.8%
 - 2028/29: 10.6%
 - 2029/30: 11.7%

Attachments

2025/2026 Capital Plan 5 Year for Electrical Utility

TOWN OF LUNENBURG ELECTRIC UTILITY
2025/26 BUDGET
(Approved May 27, 2025)

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ELECTRIC UTILITY OPERATING BUDGET					
			2025/26	2024/25	2023/24
ACCOUNT #	Notes	DESCRIPTION	Budget	Budget	Actual
		Revenue			
		Operating Revenue			
07-1-51-1000	2	Domestic Service	\$ 3,548,000	\$ 3,484,000	\$ 3,411,411
07-1-51-2000	3	General Service - Small	179,700	180,900	175,137
07-1-51-2500	3	General Service - Demand	2,284,300	2,256,600	2,218,348
07-1-51-3000	4	General Service (IND)	1,308,100	1,277,600	1,270,066
07-1-51-4000	5	Street Lighting	150,100	150,100	141,061
07-1-51-5000		Misc. Electric Light	9,400	9,000	10,069
07-1-51-6000	6	Late Payment Interest	36,400	35,000	42,751
07-1-51-7000	7	Pole Attachment Fees	29,100	28,000	27,791
07-1-51-8000	8	69 KV Line Lease	60,300	58,000	56,511
		Total Operating Revenue	7,605,400	7,479,200	7,353,144
		Non-Operating Revenue			
07-1-51-9000		Expired Line Extension Deposits			-
07-1-52-1000	9	Sale of Service - Permits	20,800	20,000	16,268
07-1-52-1010	9	Sale of Service - Jobbing & Contract	7,800	7,500	7,963
07-1-52-3000		Interest Revenue	12,500	12,000	24,248
		Total Non-Operating Revenue	41,100	39,500	48,479
		Total Revenue	\$ 7,646,500	\$ 7,518,700	\$ 7,401,623
		Expenditures			
		Power Purchases			
07-2-61-1000	10	Power Cost - NSPI	\$ 6,325,900	\$ 6,143,600	\$ 6,066,397
		Substations			
		Substations (3)			
07-2-62-1100	11	Labour-Utility	27,100	26,100	25,100
07-2-62-1200	12	Repairs & Maintenance	20,800	20,000	1,864
07-2-62-1300	13	Transformer Testing	-	-	-
07-2-62-1500		Substation Insurance	13,000	12,500	11,890
			60,900	58,600	38,853
		Operation & Maintenance			
		Superintendence			
07-2-63-1100	11	Manager/Portion of Super. Salary	288,300	202,700	126,233
07-2-63-1200	14	Telephone/ Cellular/ Internet	7,300	7,000	6,036
07-2-63-1400		Radio Repairs/License	200	200	113
		Overhead			
07-2-63-2100	11	Labour - Utility	78,900	75,800	72,927
07-2-63-2310	15	Vegetation MGMT-Contractor	104,000	100,000	78,147
07-2-63-2600		Contracted Repairs/Flagmen	2,100	2,000	-
		Poles & Fixtures			
07-2-63-3100	11	Labour - Utility	12,600	12,100	12,032
07-2-63-3200		Supplies	1,600	1,500	-
		Services			
07-2-63-4100	11	Labour - Utility	29,300	28,200	27,076
07-2-63-4200		Supplies	3,100	3,000	2,077
		Streets & Highway Lighting			
07-2-63-5100	11	Labour - Utility	26,500	25,500	25,341
		Maintenance of Building			
07-2-63-6200		Fuel	5,200	5,000	4,353
07-2-63-6300		Electric	1,100	1,100	1,008
07-2-63-6310		Water	500	500	369
07-2-63-6320		Sewer	1,000	1,000	1,236
07-2-63-6400	16	Repairs & Maintenance	3,100	3,000	1,791
07-2-63-6600	17	Rental- Victoria Road Building	5,000	5,000	5,000
		Customer Premises Expenses			
07-2-63-7100		Electrical Inspections	20,800	20,000	18,022
			590,600	493,600	381,760

ELECTRIC UTILITY OPERATING BUDGET					
			2025/26	2024/25	2023/24
ACCOUNT #	Notes	DESCRIPTION	Budget	Budget	Actual
		Transformers			
		Setting and Removing			
07-2-64-1100	11	Labour - Utility	3,000	2,900	2,767
		Maintenance of Transformers			
07-2-64-2100	18	Labour - Utility	3,600	3,500	3,360
07-2-64-2150	18	Contracted Repairs	78,000	75,000	23,550
			84,600	81,400	29,677
		Meters			
		Setting and Removing Meter			
07-2-65-1100	11	Labour - Utility	7,700	7,400	7,115
		Testing Meters (Expenses)			
07-2-65-2100	11	Labour - Utility	12,200	11,700	11,265
		Maintenance of Meters			
07-2-65-4200		Supplies	1,000	1,000	2,829
			20,900	20,100	21,209
		General Overhead			
		Supervision			
07-2-66-1100	20	Portion FD Salary	7,400	7,100	6,736
		Contracts			
07-2-66-2100	20	Portion of Town Office Salaries	22,400	21,500	20,000
			29,800	28,600	26,736
		Accounting			
		Accounting Supervision			
07-2-67-1100	20	Portion FD Salary	11,100	10,700	10,103
		Revenue Accounting			
07-2-67-2100	20	Portion of Town Office Salaries	78,900	75,900	69,500
		Plant Accounting			
07-2-67-3100	20	Portion of Town Office Salaries	52,100	50,100	46,700
		Billing			
07-2-67-4100	20	Portion of Town Office Salaries	52,100	50,100	46,700
07-2-67-4200		Supplies	13,000	12,500	12,157
		Auditing			
07-2-67-5100		Audit Fees	7,300	7,000	6,500
		Collecting			
07-2-67-6050	21	Electronic Banking Services	5,200	5,000	4,827
07-2-67-6100	20	Portion of Town Office Salaries	22,400	21,500	20,000
07-2-67-6200		Postage	16,000	15,400	14,800
07-2-67-6300		Collection Costs (Small Claim Fees)	1,000	1,000	-
		Meter Reading			
07-2-67-7100	11	Labour - Utility	46,800	45,000	41,051
			305,900	294,200	272,339
		General			
		Supervision			
07-2-68-1100	20	Portion CAO & Clerk Salaries + supports	69,900	67,200	61,600
07-2-68-1200	22	Council Honorariums	38,600	37,100	31,347
07-2-68-1300		Meeting Pay			-
07-2-68-1400	23	Council Conventions/Training	3,700	3,600	2,902
		Professional Services			
07-2-68-2100	24	Engineering	52,000	50,000	(1,320)
07-2-68-2200		Legal Fees	41,600	40,000	6,224
07-2-68-2210	25	Communications	10,400	10,000	7,369
07-2-68-2300		Payroll Administration	1,500	1,500	1,500
		Advertising			
07-2-68-3100	26	Power Interruptions & Promotions	2,600	2,500	366
		Uncollectible Bills			
07-2-68-4100	27	Provision - Uncollectible Accts.	15,000	15,000	42,546

ELECTRIC UTILITY OPERATING BUDGET					
			2025/26	2024/25	2023/24
ACCOUNT #	Notes	DESCRIPTION	Budget	Budget	Actual
		<i>Rentals, Lights, etc.</i>			
07-2-68-5100		Office Rental - Town	10,200	10,200	10,200
07-2-68-5200		Supplies/Printing/Paper	17,700	17,000	17,720
07-2-68-5300		Postage	16,000	15,400	14,800
07-2-68-5600	28	Maint & Contract - Computer	43,700	42,000	50,991
07-2-68-5700		Lease - Postage Meter	2,100	2,000	1,978
07-2-68-5800		Service Charges - Photocopier	4,500	4,300	4,260
		<i>General Insurance</i>			
07-2-68-6600	29	Insurance	20,800	20,000	19,012
		<i>Employee Welfare</i>			
07-2-68-9200	30	Employment Benefits	70,100	67,400	62,837
07-2-68-9300		Clothing/Safety	500	500	-
07-2-68-9400		Other Employee Benefits	2,000	2,000	573
07-2-68-9450		Meeting - Travel/Expense	1,500	1,500	1,308
07-2-68-9500	31	Training and Memberships	10,400	10,000	1,730
07-2-68-9600		Meeting Supplies	3,100	3,000	2,456
			437,900	422,200	340,399
		<i>Office Supplies/Expenses</i>			
07-2-69-1100		Telephone - Town Hall	2,100	2,000	2,688
07-2-69-1200		Fax Machine	500	500	431
07-2-69-1350	33	Small Capital - Office Equipment	15,000	15,000	11,447
		<i>Regulatory Comm. Expense</i>			
07-2-69-3100	34	BD. of Public Utilities	8,300	8,000	7,156
07-2-69-3200	35	Consultant Fees	35,000	35,000	16,250
			60,900	60,500	37,972
		Department Total	\$ 7,917,400	\$ 7,602,800	\$ 7,215,342
		<i>Depreciation</i>			
07-2-70-2100	36	Depreciation Expense	427,200	323,000	238,413
		<i>Interest on Consumer Deposits</i>			
07-2-70-3100		Accrued Interest Expense	500	500	3,141
		<i>Interest on Long-Term Debt</i>			
07-2-70-4100	37	Borrowing Interest	27,800	3,800	4,279
		<i>Debt Repayment</i>			
07-2-70-5100	37	Long-Term Debt Principal	133,000	100,000	100,000
		Department Total	\$ 588,500	\$ 427,300	\$ 345,833
		<i>Transfers to Other Funds</i>			
07-2-80-1000		<i>Capital Reserves</i>			
07-2-80-1200		Trf. To (from) Capital Reserve			-
		Department Total	\$ -	\$ -	\$ -
07-2-90-0100		Surplus (Deficit)	\$ (859,400)	\$ (511,400)	\$ (159,552)
		Section Total			
		Total Expenditures	\$ 7,646,500	\$ 7,518,700	\$ 7,401,623

NOTES TO ELECTRIC UTILITY BUDGET

1. Currently the Utility’s kWh consumption rate for power purchases is \$0.11286 including riders. The Utility’s current peak ratchet monthly demand cost for kVa is \$136,625. The Utility’s current demand rate is \$13.108. The Utility receives a \$0.32 per kVa discount in demand costs for owning its own substation (see table below).

	2025/26 Budget	2024/25 Budget	2023/24 Budget	2022/23 Actual
Purchases (kWh)	42,847,092	42,098,000	40,451,116	40,541,899
Sales (kWh)	41,291,357	40,414,000	39,024,038	39,024,038
Purchases as % Sales	104%	104%	104%	104%
Billed Demand (kVa) monthly	10,423	9,716	10,171	9,947

kWh: Kilowatt hour - the basic measurement of power per hour.

kVa: Kilovolt amperes – the basic unit for measurement of apparent power. It is the greatest amount of power, averaged over a 15 minute period, supplied to the Town during the billing period of December, January or February. It is adjusted annually and billed at highest kVa for following year.

Date	Time	Peak (kVa)
January 16, 2012	8:30 am	8,673
January 24, 2013	8:30 am	9,429
January 2, 2014	5:30 pm	9,982
February 11, 2015	9:00 am	9,520
January 13, 2016	10:00 am	9,800
December 16, 2016	5:45 pm	9,947
January 2, 2018	6:45 pm	9,338
February 27, 2019	8:00 am	9,842
February 21, 2020	8:15 am	9,632
February 12, 2021	9:30 am	9,163
January 12, 2022	9:00 am	9,947
February 4, 2023*	6:00 pm	10,171
February 21, 2024	8:00am	9,716
February 6, 2025	8:30am	10,423

The Town’s Electric Utility has approximately 2,300 customers in various rate classifications as noted below.

*Historical low temperatures.

2. #07-1-51-1000 Domestic Service

Budget based on projected sales and existing rates. There are approximately 1,900 customers billed under the Domestic Service rate. There are currently 22 customers billed under the Domestic Service Time-of-Day rate. There are currently 32 customers billed under the Self Generation Offset (SGO) rate.

3. #07-1-51-2000 & 07-1-51-2500 General Service

Budget based on projected sales and existing rates. There are approximately 225 Small General customers and approximately 190 General Service customers billed under General Service.

4. #07-1-51-3000 Industrial

Budget based on projected sales and existing rates. The Town has 3 customers billed under this rate.

5. #07-1-51-4000 Street Lighting

Budget based on projected sales and existing rates. The Town has approximately 60 customers billed under this rate.

6. #07-1-51-6000 Late Payment Interest

Interest revenue is based on 1.5% per month on outstanding balances.

7. #07-1-51-7000 Pole Attachment Fees

An agreement with Maritime Tel & Tel was reached in 1987. Ratio of pole ownership to be shared at 60% Utility, 40% Bell Aliant (formerly MT&T). At that time there were 592 poles (60% Utility = 355 and 40% Aliant = 237). Aliant has not maintained their 40% ownership and pole attachment fees are charged for the difference. Currently there are approximately 1,128 poles. Aliant is charged for the number of poles over the Utility's original 355 (773 poles).

This revenue budget includes attachment fees of \$14.15 per pole for Eastlink Cable (1,169 poles = \$16,541) and Bell Aliant (773 poles = \$10,938).

8. #07-1-51-8000 69 KV Line Lease

Lease agreement with High Liner Foods Inc. to lease our 69 KV line for power supplied by Nova Scotia Power Inc. The lease renewed in October 2020.

9. #07-1-52-1000 & #07-1-52-1010 Sale of Services

Includes wiring permit fees, electrical inspections and any other work performed by the Electric Utility staff for external customers.

10. #07-2-61-1000 Power Purchased

This is budgeted based on the Utility's power purchase requirements.

11. Labour Utility

The Town of Lunenburg has a service agreement with Nova Scotia Power for the operations and maintenance of the Town's Electric Utility infrastructure. The arrangement was effective June 1, 2018 for a renewable five-year term and will provide a wide range of technical expertise to ensure a reliable and sustainable electricity supply. All on site work is now carried out by Nova Scotia Power personnel. The cost of this service arrangement is allocated within the various cost centers of the Utility.

12. #07-2-62-1200 Repairs & Maintenance Substations

Budget has been included for routine repairs and maintenance.

13. #07-2-62-1300 Transformer Testing

While the substation transformers require periodic testing these costs are now included in the substation repairs and maintenance budget. There are three transformers at the substation, a dual voltage main and a backup for each voltage.

14. #07-2-63-1200 Telephone/Cellular/Internet

Includes the basic rates, cellular phones for the Corporate Services staff who manage the Utility and internet lines in the Town Office/Electric Department.

15. 07-2-63-2310 Line Vegetation Management Contractor

It is important that the vegetation be managed to maintain power during weather events. The budget includes costs for annual contracted tree trimming and removal.

16. #07-2-63-6400 Maintenance of Building

Includes estimate for annual repairs.

17. #07-2-63-6600 Rental Victoria Road Building

Space is required at the Victoria Road exhibition building for storage of large spools of wire, etc.

18. #07-2-64-2100 to 2200 Maintenance of Transformers

Budget estimate for maintenance including any required testing for PCB's of older transformers. All line transformers must be tested for PCBs by 2025.

19. #07-2-65-3100 Testing Meters - Third Party Charges

Included in the fees for the service contract.

20. #07-2-66-1100/2100, 67-1100/2100/3100/4100/6100 and 68-1100 Portion of Salaries

Salaries for all Corporate Services Administration and Finance Staff are shared with other departments based on actual time spent working for them. These allocations are reviewed annually to ensure their continued relevance and accuracy. Allocations include General Government Services, Transportation Services, Community Development, Water and Electric Utilities.

21. #07-2-67-6050 Electronic Banking Services

This cost is for the lease of two debit machines located in the Finance Office and one third of all banking fees. This is deemed reasonable based on monthly electric billings vs quarterly billings for other Town Utilities.

22. #07-2-68-1200 Honorariums

Honorariums for members of Council for their oversight of Electric Utility. Allocated at 25%.

23. #07-2-68-1400 Conventions/Training – Council

Conferences, training and professional development for the Mayor and Councillors. Approximately 50% of costs is allocated to the Electric and Water Utility budgets.

24. #07-2-68-2100 Engineering

The budget for Engineering Consulting fees for operational support. If support is needed to capital projects those costs are allocated to the capital project.

25. #07-2-68-2210 Communications

Budget for a portion of the Communications Manager's salary and related supplies.

26. #07-2-68-3100 Advertising

Budget for outage notices and supplies.

27. #07-2-68-4100 Uncollectible Accounts

A valuation of aged receivables is performed annually and an allowance for uncollectible accounts is established as per national accounting guidelines.

28. #07-2-68-5600 Maintenance/License - Computers/Printers

Budget includes maintenance and licensing of computers including the accounting software license fee. The accounting software license fee is an all-inclusive annual fee for program updates and improvements and IT support for the software. Other departments pay the Electric Utility for a portion of this license fee.

29. #07-2-68-6600 General & Liability Insurance

Insurance costs are budgeted at estimated rates for the upcoming year.

30. #07-2-68-9200 Employment Benefits

The Utility reimburses the Town for a portion of the Employment Benefit costs for the Town office staff. This account also includes an accrual for retirement benefits based on the Town's personnel policy.

31. #07-2-68-9500 Training and Memberships

Budget for various staff training, seminars/conferences and memberships.

33. #07-2-69-1350 Small Capital – Office Equipment

This has been transferred from the Capital Budget to Operations based on the Town’s Tangible Capital Asset threshold of \$2,500. Includes replacement computers as required (generally replaced every 3 years).

34. #07-2-69-3100 Board of Public Utilities

Budgeted based on previous year actuals.

35. #07-2-69-3200 Consultant Fees

The Utility is undertaking a General Rate Application (GRA) and the cost of which is to be amortized over two years.

36. #07-2-70-2100 Depreciation Expense

All capital items are depreciated at an average rate of 3.5%. as per NSURB.

37. #07-2-70-4100 Interest Expense & Long Term Debt Principal #07-2-70-5100

The Electric Utility has a 20-year debenture for the substation upgrade with Municipal Finance Corporation with an original average interest rate 4.319%. This debenture was refinanced in fiscal 21-22 for the remaining five years and now has an average interest rate of 0.7%.

Payment	Original Loan	Principal	Interest	End Balance
19 of 20	\$2,000,000	\$100,000	\$2,800	\$100,000

It is estimated that the Electric Utility will need to finance significant debt for capital upgrades in the next five years and this will have an impact on rates.

For fiscal 2024/25 it is estimated the Utility will need to borrow \$500,000 to finance the capital for the fiscal year. It is estimated that this debt will be financed over 15 years with payments of \$33,000 annually and interest in year 1 of \$25,000.

**Town of Lunenburg - Electric Utility
Capital Budget 2025/26**

		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	2025/26 Funding	
		2025/26	2026/27	2027/28	2028/29	2029/30	Depr Reserve	Debt
Electric Utility								
<i>Distribution</i>								
	Meters	\$10,000	\$200,000	\$100,000	\$100,000	\$50,000	\$10,000	
	Overhead Conductors	\$230,000	\$240,000	\$250,000	\$250,000	\$250,000	\$230,000	
	Poles & Fixtures	\$105,000	\$115,000	\$125,000	\$75,000	\$75,000	\$105,000	
	Services	\$65,000	\$65,000	\$85,000	\$50,000	\$50,000	\$65,000	
	Transformers - line	\$250,000	\$160,000	\$170,000	\$170,000	\$170,000		\$250,000
	Street Lighting	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
	Green St New Double Circuit - <i>PRE-APPROVED 25/26</i>	\$652,000	\$1,427,000					\$652,000
	Feeder Upgrade/Extension of 81W-233 to Dufferin St (Alternative B) <i>PRE-APPROVED</i>	\$1,721,000						\$1,721,000
	Substation design/re-design	\$100,000	\$100,000					\$100,000
	Existing Substation Yard Improvements (grass, grounding, crushed rock, etc.)		\$100,000	\$100,000				
	Existing Substation Ground grid repairs		\$100,000					
	Existing Substation Buss work (5.33kv to 12.47 kv conversion accommodation)		\$100,000					
	Existing Substation Fence Repairs			\$100,000				
	Existing Substation Upgrades					\$1,000,000		
	New 20MVA 69kV/138kV - 12.47 kv Power transformer @ 81W			\$1,500,000				
	New HV Switches 69kv/138kv (3)		\$200,000					
	New substation - land on Green St	\$100,000						\$100,000
	New Substation - Yard Prep (overburden removal and fill, crushed rock)		\$200,000					
	New Substation - foundation structures		\$200,000					
	New Substation -fence		\$100,000					
	New Substation -15Kv Reclosers & associated equipment			\$200,000				
	New Substation -Ground Grid		\$150,000					
	New Substation - Oil Containment			\$300,000				
	New Substation - Overhead Buss Work			\$250,000				
	New Substation - Relaying, Protection, metering, battery bank		\$100,000	\$200,000				
	New Substation - Control Building			\$200,000				
	81W-321 feeder upgrade (5.33Kv to 15Kv standards)			\$1,000,000				
	81W-322 feeder upgrade (5.33Kv to 15Kv standards)				\$1,700,000			
	Total	\$3,243,000	\$3,567,000	\$4,590,000	\$2,355,000	\$1,605,000	\$420,000	\$2,823,000

CAPITAL BUDGET NOTES

Electric Utility

Distribution

Meters

In 2017 the Utility began the first of a multi-year Smart Meter conversion program. Approximately 300 meters were swapped. Additional Smart Meter conversions are currently on hold while other capital priorities are completed. The current year budget for meters allows for the purchase of any replacement meters that are required during the fiscal year.

Overhead Conductors

This item is for yearly replacement, as well as new and emergency repairs.

Poles & Fixtures

This item is for yearly replacement, as well as new and emergency repairs.

Services

For replacement and new installation of overhead service wires and fixtures (both residential and commercial).

Transformers – Line/Installation

This item is for yearly replacement, as well as new and emergency repairs. As part of our service agreement NSP purchases and maintains the transformer inventory for the utility. Any transformers containing PCBs must be removed from the line by the end of 2025.

Street Lighting

In fiscal 2022/23 all street lights were converted to LED. The current year budget for street lights allows for the installation of any potential new requests.

Green Street – New Double Circuit and Feeder Upgrade/Extension of 81W-233 to Dufferin Street

These projects were pre-approved by Council on March 11, 2025.

The following pages include the CIMA summary of these projects which was included in the report to Council on March 11, 2025. They are included to serve as the notes to these capital projects.

27th February 2025

Lisa Daigley, CPA, CGA
Director of Finance
Town of Lunenburg

Subject: Capital Project Approval

CIMA has been working with the Town of Lunenburg to develop an overall capital plan for its electrical infrastructure. The proposed plan for the 2025/26 fiscal year involves a required expenditure of \$2.373 million in feeder upgrades.

It is recommended that the Town of Lunenburg spend \$1.721 million on the Kissing Bridge Road project (which has now been scoped and estimated cost provided by NS Power) that will transfer load from feeder 81W-232 (New Town/ Mason’s Beach Feeder) to 81W-233 (First Peninsula Feeder). This project involves the installation of 1680 meters of new 3 phase primary and neutral conductor, 49 poles, and associated distribution transformers. The new addition also provides a path forward that will allow the Town to convert the electrical system to 12 kV (currently 4.16kV & 5.33kV) as the new equipment will be rated at 12kV. With the equipment rated at this new voltage the future conversion costs are lower as the equipment will be rated at 12 kV.

Item	Cost
Labor	\$217,000
Material	\$193,000
Contracts	\$1,053,000
Contingency	\$258,000
Total	\$1,721,000

A second project of \$652,000 on Green Street and Victoria Street. This project involves the installation of 927 meters of 3phase and neutral conductor, 20 new poles, and distribution Transformers.

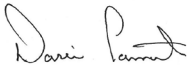
Item	Cost
Labor	\$101,000
Material	\$103,000
Contracts	\$351,000
Contingency	\$97,000
Total	\$652,000

With these upgrades, the Town will see an increase in reliability, a redistribution of load onto other feeders allowing the Town to expand and have the capability to add more customers (such as Harbour View Haven) to the grid. The existing infrastructure is at the end of life and requires upgrades.

This work also enables the Town to move forward with the plan to upgrade the 5.33 kV and 4kV systems to 12kV. The Town currently has a service contract in place with NS Power that includes providing scoping, design and other services related to the distribution system.

The information contained above supports the estimated work and effort required to complete the feeder upgrades. The anticipated completion date for this work is the fall of 2025.

It should be noted that regarding the above-mentioned work, contributions may be required from any new client requesting new service connections to the system. These contributions are outlined in the Town’s Electricity Regulations.



Darin Lamont, P. Eng
 Lead Engineer
 CIMA Canada Inc.

INFORMATION REPORT

Subject: Wastewater Treatment and Harbour Water Quality
From: Tyson Joyce, Director of Public Works/ Town Engineer
Date: October 16, 2025



Recommendation

This is an information report only. Should Council wish to move forward further as identified within the Report, a motion is required to direct Staff.

Background

At the August 19, 2025 Council Meeting, Staff were requested to prepare a report on the Town's wastewater treatment system and its relationship to harbour water quality, including:

- An overview of whether and how untreated or partially treated sewage may enter the Front or Back Harbour;
- A plain-language summary of the current treatment system upgrades and their anticipated impact on effluent quality; and contextual information to support public understanding of the Town's wastewater practices.

This Report is intended to fulfill the above and provide clarity to the systems and approach in place.

Discussion

1. Potential Overflows at Lift Stations within the Wastewater Collection System

The Wastewater Collection System within Lunenburg is primarily comprised of sewer lateral and mains, manholes, catchbasins, lift stations and forcemains to transport sewer waste materials through Town to the Wastewater Treatment Plant on Starr St.

There are nine (9) lift stations throughout the Town's collection system. Typically, these are in localized low locations within the system, with gravity controlling the flow of waste into the lift stations from where it is periodically pumped out from them through forcemains. Most of the lift stations are in the vicinity of the Front Harbour (Knickle Road, Young Street, Fisherman's Wharf, Bluenose Drive, Rous Brook, Brook Street & Tannery Road). The only lift stations with infrastructure tied to the Back Harbour are the Back Harbour Lift Station, located towards the intersection of Prince Street and Oxner Street. The Starr Street lift station near the Wastewater Treatment Plant (WWTP) also can overflow into the ditch along the roadway and feed into the swampy area adjacent to the WWTP, but this is an extremely low volume station with only three active connections and therefore presents a relatively low risk. A diagram showing the location of the lift stations throughout the Town is attached.

The lift stations themselves act as a form of collection tank, and when they reach a certain height in the tank, the waste material is pumped out and eventually makes its way to the WWTP for treatment.

In times of high flow (major precipitation, melt events, etc.) the lift stations can become overwhelmed with the volume of inflow coming into them and the relative capacity of the lift station storage compared to what the pumps can send away and this can initiate an overflow to prevent sewer backups and flooding. In those events, surface water is such a large component of the flow that sewage-related material is significantly diluted, which reduces the effect on the receiving water.

Instances of overflows at lift stations can also occur in cases of failure of mechanical (e.g. both pumps being out of service) or electrical (power outage) components. At these times, Staff are required to immediately report measured overflows to Regulatory Departments (Nova Scotia Environment and Climate Change (NSECC) and Environment Canada and Climate Change (ECCC). These circumstances are a greater concern, and if the incoming wastewater flows are unable to be managed, raw sewage, grey water, etc., may enter either the Front or Back Harbour (depending on the specific location of the issue).

Under regular operating conditions where the system is fully functional and we are not impacted by significant precipitation or melt events, the wastewater collection system has the capacity to not cause overflows into either the Front or Back Harbour.

Overflow infrastructure itself is a completely necessary component of any sewer system, acting as a safety mechanism in emergency events. Without the overflow infrastructure within the Wastewater Collection system, in a current overflow situation, raw sewerage could come out of the tops of manholes or catchbasins into the streets, or alternatively, back up into private residences through sewer laterals, creating a serious health and safety issue.

Our Water Resource Operator crew performs routine weekly and more in-depth monthly inspections of all the lift stations, and performs routine maintenance and repairs to ensure they are in proper working order. Third-party bi-annual inspections are also carried out, with corrective actions taken as identified.

Instances of overflows are included in the Quarterly Wastewater Quality Test Results Staff Reports that Council receives.

After receiving a complaint or complaints, Environment Canada and Climate Change (ECCC) performed an investigation into the condition of the Back Harbour during August 2025, and the Town fully cooperated with this process. Following ECCC's investigation, Staff were informed in September 2025 that ECCC is confident that the conditions observed in the Back Harbour were not from the Town's municipal wastewater system.

2. Quality Testing for the Existing Treatment Process at the WWTP

The NSECC "Approval" documents to operate for the WWTP (Class II wastewater treatment facility) require that certain tests be carried out to verify the quality of treated wastewater at the plant. There are also Federal testing standards that must also be followed. Routine testing is conducted both in the Town of Lunenburg (TOL) labs at the WWTP by our Water Resource Operators and also independently by accredited laboratories to determine compliance levels with both the Provincial and Federal standards. If any test result exceeds the standards, then explanations are necessary.

A summary of the quality testing requirements is below:

- Provincial Approval 2012-082710-03 Testing Requirements

Treated wastewater must be tested a minimum of five times per month (at least once every week) for:

- Carbonaceous Biochemical Oxygen Demand (CBOD, maximum 20 mg/L)
- Suspended Solids (SS, maximum 20 mg/L)
- *E. coli* (maximum 1000 counts/100 mL)
- pH (acceptable pH is in the range 6.0 - 9.0)

The facility is considered to be in "compliance with the treated effluent discharge criteria if the average value calculated for the averaging period meets the specified limits. All average residuals shall be the arithmetic mean with the exception of *E. coli*, which shall be the geometric mean." The averaging period is defined as quarterly.

- Federal Wastewater Systems Effluent Regulations Testing Requirements

Treated wastewater must be tested every two weeks for:

- Carbonaceous Biochemical Oxygen Demand (CBOD maximum 25 mg/L)
- Total Suspended Solids (TSS maximum 25 mg/L)
- Un-ionized ammonia (maximum 1.25 mg/L) and
- pH (between 5.5 - 9.5)
- Acute Lethality Tests are mandated to be conducted quarterly. In this test, rainbow trout are used to determine if they can survive in wastewater effluent over a 96-hour period. According to the regulations, if four consecutive Acute Lethality Tests pass when taken quarterly (over a year), then the testing for acute lethality can be reduced to once per year. The WWTP is currently on the reduced program of one lethality test per year.

All the treated effluent material is pumped from the WWTP and released entirely into the Front Harbour at Fisherman's Wharf. Under normal operating circumstances, there is no effluent material released by the Town's WWTP into the Back Harbour, and only an effluent overflow pipeline running into the swampy area adjacent to the Plant that would come into action if both pumps at this location failed, but the WWTP would remain online to keep the treatment process going.

Through the testing that is performed, there are instances when individual samples may return higher results than the stated numerical limits, but based on the quarterly averaging and reporting procedures specified, the Town's WWTP has consistently been in compliance with the operating requirements stipulated in our Provincial Approval and the Federal Requirements. This information is

included in the Quarterly Wastewater Quality Test Results Staff Reports that Council receives.

It should be noted that local municipalities are only required to monitor specific components of their effluent, where they are directly responsible for this material being discharged and not the water quality for entire bodies of water where there are numerous factors affecting these characteristics.

3. Expected Outcomes from Current WWTP Upgrades and Expansion Project

The Town has recently committed to an investment of approximately \$12.075M into upgrades and expansion at the WWTP on Starr St. The Project commenced earlier this year and is scheduled to be completed next Summer to improve the treatment process and add further capacity at the Plant. Features of the scope and their impact on effluent quality are as follows:

- Replacement of the headworks – The headworks acts as the filter at the entry point of wastewater into the plant to prevent debris from clogging treatment equipment. The existing bar screen is very worn and in poor condition. The new screen being installed is a 6mm punched plate, which should result in a lot more solids being removed from the influent before entering the treatment process.
- Installation of Sequence Batch Reactor (SBR) Tank to replace existing Moving Bed Bioreactor (MBBR) and Dissolved Air Flotation (DAF) tanks – the SBR process is significantly simpler than our existing treatment process, with the tank capacity significantly increased to lessen the impacts of “shock fills” at high flow times and a reduced number of pieces of equipment involved. There are no chemicals added to facilitate this part of the process. Air is bubbled through the tank on a timed basis to promote bacterial growth that removes material from the wastewater, and then the air is turned off to allow solids to settle to the bottom. The treated effluent is removed from the top of the tank while the air is off. The solids are also removed as sludge to be pressed or disposed of by other methods and are typically sent to Whynott’s Settlement.
- Expansion of Ultraviolet (UV) Disinfection Bank – the existing UV bank contains 32 bulbs which shall be expanded to 36 bulbs under the new design. UV light is utilized to disinfect the effluent before it leaves the plant, so the added exposure is expected to improve the level of disinfection.
- Addition of an Onsite Diesel Generator to power the WWTP in emergency situations – if the existing plant is impacted by a power outage, this stops the entire treatment process until electricity returns. The new diesel generator will automatically activate in an outage and be able to run the entire WWTP for an extended period.

Staff are awaiting instruction from NSECC and ECCC as to whether any of the current requirements in our testing program shall be revised once the Project is complete.

4. Further Future Improvement Opportunities for the Wastewater Collection System

Pursuing storm separation projects within the wastewater collection system remains a primary

approach for the Town to implement going forward. Less surface water travelling through the system means it has less chance to overwhelm lift stations and create overflow situations. It should also reduce direct operating costs and wear and tear on all components within the system and at lift stations and the WWTP.

The Town's Wastewater System Modelling Project from 2023 identified nine (9) individual storm separation projects, with a combined estimated cost of over \$16M at that time. The Town is currently working on the Storm Separation Masterplan to ensure that upgrades into the future are coordinated and an appropriate size and configuration for the long term.

In addition, assuming that storm separation projects progress and the nature, relative volumes, etc. of inflows to lift stations alters, pumps and other system components need to be checked to verify they are appropriate for these factors.

Strategic Plan Relevance

Wastewater Management forms part of the Servicing and Facilities Strategic Objectives of the Town's Comprehensive Community Plan; this is focused on improving current policies and procedures to ensure consistency and adaptability.

Financial

The current level of monitoring, testing and maintenance required to comply with our Provincial and Federal requirements is included within the Town's Operating Budget, with significant upgrades to both the WWTP and wastewater collection system within the Town's Capital Budget.

Attachments

Diagram of Town's Wastewater Collection System

TOWN OF LUNENBURG
EXISTING - SEWER MAP

STORM SEWER - - - - -
 NOTE: EXISTING 4" DIA. PVC. FORCE MAIN ON PRINCE ST.
 FROM OXNER DRIVE TO FOX STREET - - - - -

REVISED 1997
 REVISED SEPT. 98
 REVISED FEB. 2000.
 REVISED JAN. 2004



Town of Lunenburg Motion Action List

PRIORITY A = Action within 3 months (Sept. 2025 – Dec. 2025)

PRIORITY B = Action within 6 months (Sept. 2025 – March 2026)

PRIORITY C = Longer-term (Beyond March 2026)

MOTION ACTION LIST					
TITLE	REQUESTED DATE	COUNCIL MOTION OR DESCRIPTION	RESPONSIBLE	TARGET DATE	STATUS & UPDATES
PRIORITY A					
Marketing Levy By-law	2024	Draft a Marketing Levy By-law.	Municipal Clerk	PRIORITY A (in progress) By-law in place by April 2026	Initial notice sent to operators on Sept. 10 Brief survey expected to be sent to operators in October.
Short Term Housing Report	April 1, 2025	Bring back a report on what amendments might look like to the MPS and LUB, including options to: <ul style="list-style-type: none"> • Restrict short-term rentals to primary residences; • Restrict short-term rentals to commercial-use zones; • Evaluate the merits of a short-term rental business licensing by-law. 	Community Development	PRIORITY A Work in tandem with Marketing Levy	

Affordable Housing Policy	Feb. 25, 2025	Draft an Affordable Housing Tax Forgiveness Policy.	Municipal Clerk Community Development	PRIORITY A (in progress) October 2025	Policy approval scheduled for Oct. 14, 2025. Item to be removed following approval
MPS Amendments: DAs on Town Land	Original motion: July 16, 2024 Updated motion: Jan. 7, 2025 COTW	Original motion: Amend the Municipal Planning Strategy, allowing development agreements with potential purchasers of the lower slopes of Blockhouse Hill. Jan. 7, 2025 COTW motion: Refer the proposed amendments to the Municipal Planning Strategy (MPS), as outlined in Attachment A, to Council for consideration, enabling the use of development agreements on lands throughout the Town.	Community Development	PRIORITY A	This is a milestone that needs to be achieved for HAF agreement.
LUB Amendments: Main Street Form Zone & on-site parking	2024 /2025	Form Zone: Prepare a report with recommendations for revising the Land-Use By-law's Main Street Form Zone requirements, with the aim of encouraging more varied development within this zone Parking: Original (Feb. 27, 2024) : That Council direct staff to work on a proposed amendment to the Land Use By-law (LUB) to enable up to five on-site parking spaces in front yards. Expanded Jan. 28, 2025: That staff to expand their review beyond the motion passed on February 27, 2024, which directed staff to work on a proposed amendment to the Land Use By-law (LUB) to enable up to five on-site parking spaces in front yards, and further explore additional options to address parking challenges in the Salt Meadow subdivision and the apartment buildings in that neighbourhood.	Community Development	PRIORITY A	As a part of comprehensive MPS/ LUB Review

LUB Amendment: Zoning change Salt Meadows Subdivision	Feb. 11, 2025	That staff begin the planning process to consider amending the Land Use By-law to change the zoning of the Salt Meadow subdivision from Medium Density to Low Density, consistent with the intent and configuration of the original property development plan.	Community Development	PRIORITY A (in progress) Nov. 2025	Public Hearing scheduled for Nov. 3 2 nd reading scheduled for Nov. 12
Housing Market Study	Jan. 14, 2025	Collaborate with MODL on commissioning a comprehensive housing market study to provide updated housing market information and address known data gaps that will support affordable housing within the region.	Community Development	PRIORITY A (in progress)	
Livestreaming of meetings	Aug. 19, 2025	Prepare a report for reviewing the Town's current practices for livestreaming Council and committee meetings, identifies which types of meetings should be livestreamed, and includes a scan of livestreaming practices in other Nova Scotia municipalities.	Municipal Clerk	PRIORITY A Nov. 2025 Draft Policy to be presented	Direction given at Oct. 7 COTW meeting. Draft policy in works now expected to be presented at Nov COTW.
Reducing Speed Limits	April 15, 2025	Prepare a report on reducing speed limits from 50 km/h to 40 km/h on Linden Avenue, Pelham Street, and Creighton Street, based on available traffic study data and exploring the possibility of including adjoining streets, in an application to the Province for a speed limit reduction; and that a recommendation of a town-wide reduction may result if appropriate and cost-effective. Bring back a report exploring the installation of four-way stop signs at the intersections of Creighton Street with Prince Street and Creighton Street with Cornwallis Street.	Public Works	PRIORITY A (in progress)	As of July 2025, inquiries have been made to the Provincial Traffic Authority and are waiting for a response
Policy Amendments: Snow Removal Policy	Sept. 22, 2025	Oct.14. 2025: One-year extension with two private was approved, but as of April 30, 2026 this agreement will terminate. The policy will	Public Works	PRIORITY A	October 2025

		still be updated to make it clear the Town does not service private roads.			
PRIORITY B					
Community Grants Policy Amendment	Aug. 19, 2025	Review and propose any possible edits to the policy. Sept. 2, 2025: Council indicated a desire to have a Grants Committee.	Communications & Events Coordinator Municipal Clerk	PRIORITY B Early in 2026; align with the budget cycle)	
Paid Parking Infrastructure	May 28, 2024	Prepare a report on paid parking infrastructure, which accepts various payment options for consideration in conjunction with the 2025/26 budget deliberations.	Public Works Finance	PRIORITY B Early in 2026; align with the budget cycle)	
Cornwallis Street Renaming	Dec. 10, 2024	Cease work on the renaming of Cornwallis Street subject to Council re-evaluation.	Municipal Clerk Community Development	PRIORITY B	
Washrooms at Lunenburg Academy	Initial Direction: March 4, 2025 COTW	Staff presented an information report on this on June 24, 2025. No motion was made, but a general consensus to revisit the idea of portable washrooms in the Spring of 2026.	Public Works	PRIORITY B Early in 2026; align with the budget cycle)	
Buffer Zone & Rescinding a Motion	April 15, 2025	Review and report back on the UNESCO World Heritage context for development in the Old Town buffer zone, including the 1994 nomination documents and recommendations from Zzap Architecture related to Upper King Street. Following receipt of the report, Council will	Community Development	PRIORITY B	

		reconsider its November 28, 2023 motion declaring the Upper King Street lands as surplus.			
Banner Installation and possible program	July 15, 2025	Explore options for banner installation, taking into consideration the current requests, including potential logistics, responsibilities, and costs, and how similar requests may be accommodated in the future.	Public Works Municipal Clerk	PRIORITY B	
Review Hack & Trolley By-law	Aug. 19, 2025	Review the Hack and Trolley By-law, taking into account regulations from other jurisdictions with similar climates and tourism activities	Municipal Clerk By-law Enforcement	PRIORITY B (Spring 2026)	
Wastewater Treatment and Harbour Water Quality	Aug. 19, 2025	Prepare a report on the Town's wastewater treatment system and its relationship to harbour water quality, including: <ul style="list-style-type: none"> • An overview of whether and how untreated or partially treated sewage may enter the Front or Back Harbour; • A plain-language summary of the current treatment system upgrades and their anticipated impact on effluent quality; and Contextual information to support public understanding of the Town's wastewater practices.	Public Works	PRIORITY B	
Lunenburg Academy Roof	Aug. 19, 2025	Defer the Lunenburg Academy Roof Repairs Project, with the intention of Staff keeping the same scope for the 2026/27 Town Capital Budget and proceeding with the tender process as soon as possible.	Public Works Community Development Finance	PRIORITY B Early in 2026; align with the budget cycle)	
Traffic and Parking Budget Considerations	March 4, 2025 COTW	Staff to bring forward cost estimates for the following initiatives as part of the 2025/26 budget deliberations: <ul style="list-style-type: none"> • Reconfiguration of the Community Centre parking lot • Accessible parking considerations 	Public Works Community Development Finance	PRIORITY B Early in 2026; align with the budget cycle)	First two items addressed in July 15, 2025 staff report. Other items to come at a future meeting

		<ul style="list-style-type: none"> • Paid parking options <i>*if this is too much perhaps this considered in a different year per Council discussion</i> • Consistent signage improvements 			
PRIORITY C					
NSUARB application to amend Regulation 5.14	April 23, 2024	Amend Electric Utility Regulations to include energy storage alongside renewable low-impact generators, limited to devices with a capacity of 27kW or less.	Finance	PRIORITY C Requires ABCO to follow-up with Town	This was a request from ABCO contingent on ABCO paying for the amendments, but no follow-up has been received yet.
Parking & Traffic Study Recommendation	Jan. 28, 2025	Work towards collaborating with the Municipality of the District of Lunenburg and the local MLA to work towards the recommendation identified in the Parking and Traffic Study regarding safety improvements at the intersection of Route 332 and Trunk 3.	CAO Public Works	PRIORITY C	
Laurie Fisher Art Project	April 22, 2025	Explore how the town could work with Eric Croft to explore options for maintaining and restoring the Laurie Fisher Fish Rehabilitation Project.	Staff TBD	PRIORITY C	
Election signs on public lands	May 13, 2025	Prepare a local rule governing the placement of election signs on public lands, specifically parklands, within the Town of Lunenburg.	Municipal Clerk	PRIORITY C Prior to next election cycle	