

RIVERPORT ELECTRIC LIGHT COMMISSION
Minutes of December 17, 2025 Meeting at 9:00 am

The Commission met at 9:00 am at Riverport Community Centre, 79 Lower LaHave Road, Riverport, Nova Scotia B0J 2W0.

Attendance:

Commission Members	Staff
David Maxwell, Chair	Dylan Heide, ToMB CAO
Merrill Zinck, Treasurer	Phil Lawson, Manager of Electric Utility
Bernie Roycroft, Commissioner	Ashley Yeadon-Wentzell, Manager of Finance
	Clare Blyth, Recording Secretary

Regrets:

Commission Members	Staff
Arleigh Robar, Commissioner	

A. CALL TO ORDER

David Maxwell called the meeting to order at 9:02 am.

B. APPROVAL OF THE AGENDA

Agenda for the meeting was unanimously approved with the addition of 'Contract Services' to G4 under New Business.

C. APPROVAL OF THE MINUTES – NOVEMBER 12, 2025

Minutes of the November 12, 2025 meeting were approved as amended with removal of bullet point notes on presentation of financial statements.

D. PRESENTATIONS

None.

E. REPORTS

E1. Operations Report

Phil Lawson presented the monthly Operations Report. Members discussed the report and addressed questions to staff.

All of the transformers in RELC service area have now been upgraded.

E2. Finance Report

TOMB Finance Manager, Ashley Yeadon-Wentzell presented the Financial Report. Members discussed and addressed questions to staff.

Auditors are back and working on the 2024-2025 audit for RELC. Testing has gone well so far and there have not been many questions. Completion of statements is expected in January 2026.

Commissioners signed an updated letter to send to CRA, again asking for access to the RELC tax account.

It is expected that TownSuite will be up and running for RELC in the New Year. Both Electrac and TownSuite will run in parallel during testing, and the Finance Department is aiming for April 1st to be completely set up.

TOMB is currently paying for a woodchipper that was originally purchased by RELC and was no longer used. The payments made have long exceeded the value of the item. TOMB also paid to fix up and maintain the equipment. Staff will look into the woodchipper, its value and previously billed amounts and will correspond with RELC Treasurer and report back to the Commission's next meeting.

a. Accounts Payable

- No further NSPI bills have been received.
- TOMB are still disputing some AREA charges on behalf of RELC.
- RELC still owes AREA for legally contracted services. Accruals were accounted for in the 2024-25 audit.
- More progress has been made on collection of arrears
- RELC is almost at its 6 months arrears status.

Finance Manager anticipated to provide written guidelines on arrears at the next meeting.

TOMB is in process of interviews for an additional Accountant. It is hoped that the additional resources will improve reporting.

F. OLD BUSINESS

Fl. Upcoming Rate Applications – Flow Through (FRAM) and GRA

a. BDR Proposal

New application to Nova Scotia Energy Board is beginning in the New Year and is the most complex to date utilizing the new flowthrough mechanism

approved by the Board and including fuel adjustment cost.

Commissioners reviewed and approved BDR proposal to support flowthrough process.

No update on the GRA at this time. Waiting for completion of 2024-2025 audit and determination of capital borrowing needs.

F2. NSPI Cost of Power Analysis (on hold)

There is currently no update on the NSPI Cost of Power Analysis. Looking at strategies to reduce the peak demand charge is on the agenda at the upcoming Maritime Municipal Electric Utility Alliance meeting in December.

F3. Communications with Ratepayers (Standing Item)

The monthly newsletter and meeting minutes continue to be uploaded to the RELC website.

F4. Legislative Sub-Committee Update

There is no update from the Legislative Sub-Committee. A package from the committee is expected at the January meeting.

G. NEW BUSINESS

G1. Review of Customer Charges

Question was asked about differences between Decision and Order issued by Board in 2023 GRA process. It is assumed that the changes were made in response to the compliance filing from RELC.

Commission asked the Finance Manager to contact Trent at BDR to see if an explanation can be provided.

G2. MODL Permitting/Inspections Coordination

TOMB CAO Dylan Heide spoke with Jeff Merrill at MODL regarding Building Inspection Services. Specifically, with anticipated integration of building permit systems TOMB (RELC) will be notified of permits applied for in the RELC service area. Applicants can then be advised of potential conflicts with power lines (e.g. building too close to power lines).

Additional building permits for new construction can also affect the load on the utility. The last load calculation report from Strum Engineering is 3 years old and requires updating. This may support engagement with MODL re financing needed capital investments.

Utility Manager, Phil Lawson to contact Rick McCarthy at Strum Engineering for a quote on an updated report on circuit limits and load calculations.

G3. 2026 Annual General Meeting Preparation

More preparation can be done once the 2024-2025 audit is complete.

Estimated timing for 2026 AGM is March. Agenda items include:

- Financial Statements 2023/2024 and 2024/2025
- Borrowing Resolution
- Commission membership recruitment
- Legislative Sub-Committee

The Commission is in need of a new Commissioner given the time served already by the current members.

G4. Contract Services

The Commission and members of TOMB staff discussed the management services contract with the RELC Commissioners. The contract is based on an old one previously agreed to by AREA and the previous board, so the group recognize the need to review the contract before the March 2026 AGM.

Items discussed included:

- Consolidating/updating agreements re PLTs, vehicles, etc.
- Budgeted hours – Finance, Admin, Operations
- Reporting consolidation, timelines and expectations
- Customer service expectations
- What to do with the RELC Office

Discussion will continue at the Commission's next meeting.

H. CLOSED SESSION

I. NEXT MEETING DATE

The next meeting will take place on January 21st 2026.

J. ADJOURNMENT

The meeting adjourned at 11:25am.