

**PORT HAWKESBURY TOWN COUNCIL  
SPECIAL PUBLIC MEETING  
Minutes of Meeting  
December 15, 2025  
Shannon Studio – Held Virtually (due to weather)**

**Present**

Mayor, Brenda Chisholm-Beaton  
Deputy Mayor, Todd Barrett  
Councillor, Iaian Langley  
Councillor, Paula Hart  
Councillor, Blaine MacQuarrie  
Chief Administrative Officer, Terry Doyle  
Director of Finance, Brian Luciano  
Water Resources Manager, Jason MacMillan  
Communications and Administrative Officer, Melissa Warner

**1. Call to Order**

A Special Public Meeting of the Port Hawkesbury Town Council was held virtually, December 15, 2025, and called to order by Mayor, B. Chisholm-Beaton at 3:30p.m.

**2. Additions to Agenda**

- There were no additions to the agenda.

**3. Approval of Agenda**

**MOVED by Councillor, I. Langley and SECONDED by Councillor, B. MacQuarrie  
“That the Town of Port Hawkesbury approves the Special Public Meeting Agenda  
as presented.” MOTION CARRIED.**

**4. Review and Approval of the Audited Financial Statements**

Director of Finance, B. Luciano presented the audited financial statements for the fiscal year ending March 31, 2025, noting that the statements were previously reviewed by the Audit Advisory Committee and are now being brought forward for Council’s approval and submission to the Province of Nova Scotia.

Council was advised that the external auditors, Doane Grant Thornton, conducted the audit using a risk-based approach, with primary focus on revenue recognition and management override, consistent with standard municipal audit practices. Doane Grant Thornton issued an unqualified audit opinion, confirming that the consolidated financial statements present fairly, in all material respects, the financial position of the Town in accordance with Canadian Public Sector Accounting Standards.

B. Luciano noted that the auditors identified three significant accounting estimates within the statements: sick leave liabilities, pension obligations, and asset retirement obligations. These estimates were independently reviewed by actuaries and engineers, and the auditors relied on those expert reports. Council was advised that these items are non-cash liabilities and do not pose any operational risk to the Town.

B. Luciano reviewed the non-consolidated financial statements, which are used internally by management and Council to assess Town operations and the Water Utility. The Town ended the year with approximately \$1.2 million in available operating cash, with lower year-end cash balances attributed to delayed receipt of grant funding and interim financing related to the Public Works building. Trade payables increased due to year-end capital invoices, and approximately \$700,000 was transferred to reserves, reflecting the operating surplus. He indicated that no concerns were identified with respect to the Town's financial position.

He also indicated that operating revenues exceeded budget, with approximately \$9.7 million in actual revenues compared to the \$9.1 million budgeted, while expenses remained generally in line with budget. The Town invested approximately \$7.5 million in capital projects during the year, largely supported by federal and provincial grant funding.

The Town of Port Hawkesbury Water Utility recorded a deficit of approximately \$146,000 for the year due to higher-than-anticipated expenses; however, the utility remains financially stable with approximately \$769,000 in surplus funds. It was noted that water rates have not been adjusted since 2016.

B. Luciano reviewed the consolidated financial statements, which combine all Town operations, reserves, and capital assets and are the statements required for provincial reporting. Consolidated revenues totaled approximately \$19 million, with expenditures of \$11.5 million, resulting in an annual surplus of \$7.8 million, largely related to capital funding and investment. Total capital investment, including the Water Utility and Landrie Lake assets, was approximately \$9 million.

B. Luciano indicated that the Town remains in a strong financial position, with adequate reserves, significant capital reinvestment, and no issues identified by the auditors.

**MOVED by Councillor, B. MacQuarrie and SECONDED by Councillor, T. Barrett "That the Town of Port Hawkesbury approve the consolidated and nonconsolidated financial statements ending March 31st 2025." MOTION CARRIED.**

**5. Approved Additions**

There was no approved additions.

**6. Adjournment**

The meeting was adjourned at 3:51p.m.

**January 7, 2026**



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Date

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Approved by:  
Terry Doyle, P. Eng.  
Chief Administrative Officer

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Recorded by:  
Melissa Warner  
Communications and  
Administration Officer