

**Town of Amherst
Audit Committee
Minutes**

Date: March 7, 2023
Time: 4:00 pm
Location: Council Chambers, Town Hall

Members Present David Kogon, Council representative, Chair
Leon Landry, Council representative
Charlie Chambers, Council representative
Hal Davidson, Council Representative
Lisa Emery, Council representative
Dale Fawthrop, Council representative

Members Absent George Baker, Council representative
Jeff Brennan, Citizen representative
Rob Small, Citizen representative

Staff Present Jason MacDonald Chief Administrative Officer
Sarah Wilson, Director, Finance
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 4:00 p.m.

1.1 TERRITORIAL ACKNOWLEDGMENT

Mayor Kogon gave the Territorial Acknowledgment.

2. APPROVAL OF AGENDA

Moved By Councillor Emery

Seconded By Councillor Fawthrop

To approve the Audit Committee Agenda for March 7, 2023 as circulated.

Motion Carried

3. APPROVAL OF MINUTES - November 8, 2022

Moved By Deputy Mayor Landry

Seconded By Councillor Davidson

To approve the minutes of the November 8, 2022, Audit Committee meeting as included in the agenda package.

Motion Carried

4. ELECTION OF CHAIR AND VICE CHAIR

Moved By Councillor Fawthrop

Seconded By Councillor Davidson

To nominate Mayor Kogon as Chair of the Audit Committee for the 2023 calendar year.

Motion Carried

Moved By Councillor Emery

Seconded By Councillor Davidson

To defer the election of Vice Chair until the next meeting.

Motion Carried

5. THIRD QUARTER FINANCIAL REPORT

Sarah Wilson presented the third quarter financial results, included as part of the agenda package. Information item only; no direction given or action required.

5.1 Capital Budget Actuals-to-Date

Sarah Wilson presented the Capital Budget Actuals-to-Date included as part of the agenda package.

Jason MacDonald advised that one project listed as carry over, may be cancelled, the LED Light Upgrading. The budget was \$670,000 of which LED Roadway had expected that \$525,000 would be covered by a grant, but now that grant is no longer available. Jason MacDonald said it is very likely the Town will cancel the project. He said we will need to find a way to build in the budget for the replacement of these. Mayor Kogon asked if we can find out why the grant is no longer available. Jason MacDonald to get details.

6. MUNICIPAL PROFILE FCI RESULTS 2020/21

Sarah Wilson reviewed the Province of Nova Scotia Municipal Report and Financial Condition Indicators (FCIs) for the Town of Amherst for the 2020-2021 fiscal year as included in the agenda package.

6.1 Financial Condition Indicators - History with Other Comparable Municipal Units

Sarah Wilson reviewed the Financial Condition Indicators History with Other Comparable Municipal Units for the 2020-2021 fiscal year as included in the agenda package.

7. INVENTORY CONTROL OF NON-CAPITAL EQUIPMENT DRAFT POLICY

Councillor Davidson leaves the meeting at 5:00 PM

Moved By Councillor Emery

Seconded By Deputy Mayor Landry

That the Inventory Control of Non-Capital Equipment Draft Policy be taken to the next Committee of the Whole Meeting.

Motion Carried

8. IN CAMERA

Moved By Deputy Mayor Landry

Seconded By Councillor Fawthrop

That the Committee move to an In Camera session.

Motion Carried

9. ADJOURN

Moved By Councillor Chambers

Seconded By Councillor Fawthrop

To adjourn the meeting.

Motion Carried