

**Town of Amherst
Audit Committee
Minutes**

Date: September 9, 2024
Time: 4:00 pm
Location: Council Chambers, Town Hall

Members Present David Kogon, Council representative, Chair
Dale Fawthrop, Council representative
George Baker, Council representative
Hal Davidson, Council Representative
Lisa Emery, Council representative (via Zoom)
Leon Landry, Council representative
Rob Small, Citizen representative
Jeff Brennan, Citizen representative

Members Absent Charlie Chambers, Council representative

Staff Present Jason MacDonald Chief Administrative Officer
Sarah Wilson, Director, Finance
Denise Smith, Financial Services Manager
Sean Payne, Corporate Communications Officer
Natalie LeBlanc, Municipal Clerk

Others Present Cindy Costin-Fury, Mclsaac Darragh Inc. Chartered Professional Accountants

1. CALL TO ORDER

Mayor Kogon called the meeting to order.

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Kogon gave the Territorial Acknowledgment.

3. APPROVAL OF AGENDA

Moved By Deputy Mayor Fawthrop

Seconded By Jeff Brennan

That the agenda of the September 9, 2024 Audit Committee meeting to be approved as circulated.

Motion Carried

4. ACCEPTANCE OF MINUTES - July 3, 2024

Mayor Kogon called for any errors or omissions in the minutes. There being none, the minutes of the July 3, 2024 meeting of the Audit Committee were accepted as included in the agenda package.

5. PRESENTATION OF AUDITED FINDINGS LETTER

Cindy Costin-Fury presented the Audited Findings Letter, included in the agenda package. Information item only.

6. PRESENTATION OF AUDITOR'S MANAGEMENT LETTER

Councillor Baker arrived at 4:05 p.m.

Cindy Costin-Fury presented the Auditor's Management Letter, included in the agenda package. Information item only.

Moved By Deputy Mayor Fawthrop

Seconded By Councillor Emery

That the Audit Committee request the CAO meet with the Principal of West Highlands Elementary School to discuss potential projects that would benefit from the monies raised through community funding for the enhancement of the West Highlands Elementary School gymnasium and was not billed by the Province, and further to develop a plan to obtain confirmation that the Province will not be asking for this money at a future date.

Motion Carried

7. PRESENTATION OF AUDITED CONSOLIDATED FINANCIAL STATEMENTS

Cindy Costin-Fury and Sarah Wilson presented the Audited Consolidated Financial Statements, included in the agenda package.

8. ACCEPTANCE OF FINANCIAL STATEMENTS

8.1 Recommendation to Accept Consolidated Financial Statements

Moved By Councillor Baker

Seconded By Councillor Davidson

That the Audit Committee recommend Council accept the 2023/24 Consolidated Financial Statements as presented.

Motion Carried

9. APPOINTMENT OF AUDITOR

Moved By Councillor Landry

Seconded By Deputy Mayor Fawthrop

That the Audit Committee recommends Council appoint Mclsaac Darragh Inc. Chartered Professional Accountants as the Municipal Auditor for the 2024/25 fiscal year.

Motion Carried

10. FIRST QUARTER FINANCIAL REPORT

Sarah Wilson presented the First Quarter Financial Report, included in the agenda package. Information item only.

11. CAPITAL BUDGET ACTUALS-TO-DATE

Sarah Wilson presented the Capital Budget Actuals-to-Date, included in the agenda package. Information item only.

12. ADJOURN

There being no further business, Mayor Kogon adjourned the meeting.

Natalie LeBlanc
Municipal Clerk

David Kogon, MD
Mayor