

Town of Amherst
Audit Committee
Minutes

Date: February 18, 2026
Time: 4:00 pm
Location: Council Chambers, Town Hall

Members Present Mayor Robert Small, Chair
Deputy Mayor Charlie Chambers
Councillor Hal Davidson, Vice Chair
Councillor Nic Furlong
Councillor Terry McManaman
Councillor Dwayne Ripley
Councillor Kathy Wells
Rae Burke, Citizen representative
Jim Prince, Citizen representative

Staff Present Jason MacDonald, Chief Administrative Officer
Sarah Wilson, Director, Finance
Denise Smith, Financial Services Manager
Lori O'Connell, Marketing & Communications Officer
Sean Payne, Marketing & Communications Officer
Natalie LeBlanc, Municipal Clerk

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

-
1. **CALL TO ORDER**
Mayor Small called the meeting to order.
 2. **TERRITORIAL ACKNOWLEDGMENT**
Mayor Small gave the Territorial Acknowledgment.
 3. **APPROVAL OF AGENDA**
Moved By Councillor Furlong
Seconded By Councillor Wells
That the agenda be approved as circulated.

Motion Carried

4. **ACCEPTANCE OF MINUTES - December 10, 2025**
Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the December 10, 2025, meeting of the Audit Committee were accepted as included in the agenda package.
5. **PROCUREMENT PROCEDURE REPORT**
Cindy Costin-Fury reviewed the Mclsaac Darragh Inc. report on the approved identified procedures on the Town's procurement process, included in the agenda package.

Further to the motion passed at the December meeting, staff will continue their review of the Town of Amherst Procurement Policy and Procedure, with proposed amendments to be presented to Council at the March Committee of the Whole meeting.

6. THIRD QUARTER FINANCIAL REPORT

Denise Smith reviewed the Third Quarter Financial report, included in the agenda package. Information item only.

6.1 CAPITAL BUDGET ACTUALS-TO-DATE

Denise Smith reviewed the Capital Budget Actuals-to-Date, included in the agenda package. Information item only.

7. MUNICIPAL PROFILE FCI RESULTS 2023/24 - WILSON

Sarah Wilson reviewed the Municipal Profile FCI Results for 2023/24, included in the agenda package. Information item only.

8. ADJOURN

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

Natalie LeBlanc
Municipal Clerk

Mayor Robert Small
Chair