

**Town of Amherst  
Audit Committee**

**Minutes**

Date: July 21, 2022  
Time: 4:00 pm  
Location: Council Chambers, Town Hall

Members Present David Kogon, Council representative, Chair  
Sheila Christie, Council representative  
George Baker, Council representative  
Hal Davidson, Council representative  
Lisa Emery, Council representative  
Dale Fawthrop, Council representative  
Leon Landry, Council representative

Members Absent Rob Small, Citizen representative  
Jeff Brennan, Citizen representative

Staff Present Jason MacDonald, Chief Administrative Officer  
Sarah Wilson, Senior Accountant / Acting Treasurer  
Kim Jones, Municipal Clerk  
Natalie LeBlanc, Deputy Clerk

Others Present Mark Milner, Jorgensen & Bickerton Inc.

---

1. **CALL TO ORDER**  
Mayor Kogon called the meeting to order.

2. **APPROVAL OF AGENDA**  
**Moved By Councillor Emery**  
**Seconded By Deputy Mayor Christie**  
**To approve the agenda as circulated.**

**Motion Carried**

3. **APPROVAL OF MINUTES**  
**Moved By Councillor Davidson**  
**Seconded By Councillor Baker**  
**To approve the minutes of the March 23, 2022 Audit Committee meeting as circulated.**

**Motion Carried**

4. **AUDIT ENGAGEMENT AND PLANNING LETTER**  
Mark Milner presented the Audit Engagement and Planning Letters for the Town of Amherst General and Amherst Water Utility, included as part of the agenda package.

**5. FOURTH QUARTER REPORT**

Sarah Wilson presented the fourth quarter report, included as part of the agenda package. It was noted that a typo in the Fourth Quarter Financial Report in the Capital Budget section (pages 8 – 10), the heading should read Actual Cost at March 31, 2022 not March 31, 2021.

**6. ADJOURN**

**Moved By Councillor Emery  
Seconded By Councillor Landry  
To adjourn the meeting.**

**Motion Carried**

---

Kimberlee Jones  
Municipal Clerk

---

David Kogon, MD  
Mayor