

**Town of Amherst
Audit Committee
Minutes**

Date: July 18, 2023
Time: 12:00 pm
Location: Council Chambers, Town Hall

Members Present David Kogon, Council representative, Chair
Leon Landry, Council representative
George Baker, Council representative
Lisa Emery, Council representative
Dale Fawthrop, Council representative
Rob Small, Citizen representative
Jeff Brennan, Citizen representative

Members Absent Charlie Chambers, Council representative
Hal Davidson, Council Representative

Staff Present Jason MacDonald, Chief Administrative Officer
Sarah Wilson, Director, Finance
Cindy Brown, Administrative Assistant

1. **CALL TO ORDER**
Mayor Kogon calls the meeting to order.
2. **TERRITORIAL ACKNOWLEDGMENT**
Mayor Kogon gave the Territorial Acknowledgment.
3. **APPROVAL OF AGENDA**
Moved By Councillor Emery
Seconded By Councillor Fawthrop
That the agenda of the July 18, 2023 Audit Committee Meeting to be approved as circulated.

Motion Carried

4. **APPROVAL OF MINUTES**
 - 4.1 **Minutes March 7, 2023**
Moved By Deputy Mayor Landry
Seconded By Councillor Emery
To approve the minutes of the March 7, 2023, Audit Committee meeting as included in the agenda package.

Motion Carried

5. ELECTION OF VICE CHAIR

Councillor Emery nominated Robb Small as Vice Chair, and Councillor Fawthrop seconded. The Mayor called for nominations three times and there were no other nominations.

Moved By Councillor Emery

Seconded By Councillor Fawthrop

To nominate Robb Small as Vice Chair of the Audit Committee for the 2023 calendar year.

Motion Carried

6. AUDIT PLAN COMMUNICATION LETTER – COSTIN-FURY

Cindy Costin-Fury of Mclsaac Darragh Inc. presented the Audit Engagement and Planning Letters for the Town of Amherst General and Amherst Water Utility, included as part of the agenda package.

7. FOURTH QUARTER REPORT – WILSON

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

8. ADJOURN

Moved By Councillor Emery

Seconded By Councillor Baker

To adjourn the meeting.

Motion Carried

Sarah Wilson
Director of Finance

David Kogon, MD Mayor
Chair