

**Town of Amherst  
Audit Committee  
Minutes**

**Date:** June 24, 2025  
**Time:** 4:00 pm  
**Location:** Council Chambers, Town Hall

Members Present Robert Small, Mayor, Chair  
Charlie Chambers, Council representative  
Nic Furlong, Council representative – via Zoom  
Dwayne Ripley, Council representative  
Kathy Wells, Council representative  
Jeff Brennan, Citizen representative  
Rae Burke, Citizen representative

Members Absent Hal Davidson, Council Representative, Vice Chair  
Terry McManaman, Council Representative

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

Others Present Cindy Costin-Fury, Engagement Partner, Mclsaac Darrah Inc.

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**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 Chambers**

**Seconded By Jeff Brennan**

**That the agenda of the June 24, 2025 Audit Committee meeting be approved as circulated.**

**Motion Carried**

**4. ACCEPTANCE OF MINUTES - March 4, 2025**

Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the March 4, 2025 meeting of the Audit Committee were accepted as included in the agenda package.

**5. AUDIT PLAN COMMUNICATION LETTER**

Cindy Costin-Fury reviewed the Audit Plan Communication Letter with the Committee, included as part of the agenda package. She noted that under the Independence section, a current employee at their firm is the son-in-law of an Audit Committee citizen appointee member, and clarified that he would not be involved with the audit of the consolidated financial statement of the Town of Amherst for the year ending March 31, 2025.

**Moved By Councillor Ripley  
Seconded By Councillor Chambers  
That the Audit Committee consider the audit to be independent.**

**Motion Carried**

Due to the change in the Town's procurement processes, Mayor Small asked that Mclsaac Darrah Inc. review the procurement process as part of the audit.

**6. FOURTH QUARTER REPORT**

The Director of Finance Sarah Wilson reviewed the Fourth Quarter Report, included in the agenda package. Information item only.

Councillor Wells arrived at 4:34 p.m.

**7. ADJOURN**

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

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Natalie LeBlanc  
Municipal Clerk

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Robert Small  
Mayor