

**Town of Amherst
Audit Committee
Minutes**

Date: September 11, 2025
Time: 4:00 pm
Location: Council Chambers, Town Hall

Members Present Rob Small, Council representative, Chair
Hal Davidson, Council Representative, Vice Chair
Charlie Chambers, Council representative
Kathy Wells, Council representative
Nic Furlong, Council representative
Terry McManaman, Council representative
Rae Burke, Citizen representative

Member Regrets Dwayne Ripley, Council representative
Jeff Brennan, Citizen representative

Staff Present Jason MacDonald Chief Administrative Officer
Sarah Wilson, Director, Finance
Sean Payne, Marketing and Communications Officer
Natalie LeBlanc, Municipal Clerk

Others Present Cindy Costin-Fury, Mclsaac Darragh Chartered Professional Accounts

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 Chambers
That the agenda be approved as circulated.

Motion Carried
4. **ACCEPTANCE OF MINUTES - June 24, 2025**
Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the June 24, 2025 meeting of the Audit Committee were accepted as included in the agenda package.
5. **PRESENTATION OF AUDITED FINDINGS LETTER**
Cindy Costin-Fury reviewed the Audited Findings Letter, included in the agenda package.
Moved By Deputy Mayor Davidson
Seconded By Councillor Wells
That the Audit Committee direct the CAO to write to the Province formally requesting that the Town of Amherst be permitted to keep the funds raised for the West Highlands Elementary School gym enhancement on behalf of the community and spend it on projects that would benefit West Highlands Elementary School.

Motion Carried

- 6. PRESENTATION OF AUDITOR'S MANAGEMENT LETTER**
Cindy Costin-Fury reviewed the Auditor's Management Letter, included in the agenda package.
- 7. PRESENTATION OF AUDITED CONSOLIDATED FINANCIAL STATEMENT**
Cindy Costin-Fury presented the Consolidated Financial Statements, with Sarah Wilson presenting the Non-Consolidated Financial Statements, included as part of the agenda package.
- 8. ACCEPTANCE OF FINANCIAL STATEMENTS**
- 8.1 Recommendation to Accept Consolidated Financial Statements**
Moved By Deputy Mayor Davidson
Seconded By Councillor Wells
That the Audit Committee recommend Council accept the 2024/25 Consolidated Financial Statements as presented.
- Motion Carried**
- 9. HOSPITALITY EXPENSES 2024/25**
Sarah Wilson reviewed the 2024/25 Hospitality Expenses included as part of the agenda package. Information item only.
- 10. APPOINTMENT OF AUDITOR**
Moved By Councillor Wells
Seconded By Councillor McManaman
That the Audit Committee recommends Council appoint Mclsaac Darragh Inc. Chartered Professional Accountants as the Municipal Auditor for the 2025/26 fiscal year.
- Motion Carried**
- 11. FIRST QUARTER FINANCIAL REPORT**
Sarah Wilson reviewed the First Quarter Financial Report included as part of the agenda package. Information item only.
- 12. CAPITAL BUDGET ACTUALS-TO-DATE**
Sarah Wilson reviewed the Capital Budget Actuals-to-Date included as part of the agenda package. Information item only.
- 13. MUNICIPAL PROFILE FCI RESULTS 2022-23**
Sarah Wilson reviewed the Municipal Profile FCI Results for 2022/23 included as part of the agenda package. Information item only.
- 14. ADJOURN**
There being no further business, Mayor Small adjourned the meeting.

Natalie LeBlanc
Municipal Clerk

Robert Small
Mayor