

**Town of Amherst
Audit Committee
Minutes**

Date: December 10, 2025
Time: 4:00 pm
Location: Council Chambers, Town Hall

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

Members Absent Mayor Robert Small, Council representative, Chair
Councillor Dwayne Ripley, Council representative

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

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1. **CALL TO ORDER**
The Vice-Chair called the meeting to order.
 2. **TERRITORIAL ACKNOWLEDGMENT**
The Vice-Chair 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 - September 11, 2025**
The Vice-Chair called for any errors or omissions in the minutes. There being none, the minutes of the September 11, 2025, meeting of the Audit Committee were accepted as included in the agenda package.
5. **AUDIT COMMITTEE ORIENTATION PRESENTATION**
Sarah Wilson reviewed the Audit Committee Orientation Presentation, included in the agenda package. Information item only.
Moved By Rae Burke
Seconded By Councillor Furlong
That the CAO have the Town of Amherst Procurement Policy and tendering templates reviewed and updated prior to March 31, 2026, in regards to the trade agreement thresholds and public procurement requirements.

Motion Carried

6. SECOND QUARTER FINANCIAL REPORT

Denise Smith reviewed the Second Quarter Financial Report, included in the agenda package. Information item only.

7. CAPITAL BUDGET ACTUALS-TO-DATE

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

8. ADJOURN

There being no further business, the Vice-Chair adjourned the meeting.

Natalie LeBlanc
Municipal Clerk

Councillor Hal Davidson
Vice-Chair