

**Town of Amherst
Audit Committee
Minutes**

Date: June 24, 2026
Time: 4:00 pm
Location: Council Chambers, Town Hall

Members Present Mayor Robert Small, Chair
Deputy Mayor Charlie Chambers (via Zoom)
Councillor Dwayne Ripley
Councillor Kathy Wells
Councillor Nic Furlong
Councillor Terry McManaman
Jim Prince, Citizen representative

Members Absent Councillor Hal Davidson, Vice Chair
Rae Burke, Citizen 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
Cindy Brown, Administrative Assistant

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

1. CALL TO ORDER

The Chair called the meeting to order.

2. TERRITORIAL ACKNOWLEDGMENT

The Chair gave the Territorial Acknowledgment.

3. APPROVAL OF AGENDA

Moved By Councillor Furlong

Seconded By Councillor McManaman

To approve the agenda as circulated.

Motion Carried

4. ACCEPTANCE OF MINUTES - February 19, 2026

The Chair called for any errors or omissions in the minutes. There being none, the minutes of the February 19, 2026, meeting of the Audit Committee were accepted as included in the agenda package.

5. CODE OF CONDUCT FOR MUNICIPAL VOLUNTEERS POLICY

The Clerk reviewed the new Code of Conduct for Municipal Volunteers Policy and asked that the citizen representatives sign it as required.

6. **AUDIT PLAN COMMUNICATION LETTER**

Cindy Costin-Fury reviewed the Audit Plan Communication Letter with the Committee, included as part of the agenda package. Information item only.

7. **FOURTH QUARTER FINANCIAL REPORT**

The Manager of Financial Services Denise Smith reviewed the Fourth Quarter Report, included in the agenda package. Information item only.

Moved By Councillor Furlong

Seconded By Councillor Chambers

That staff be directed to review the Audit Committee Terms of Reference Policy and provide a report with amendment recommendations.

Motion Carried

8. **ADJOURN**

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

Natalie LeBlanc
Municipal Clerk

Mayor Robert Small
Chair