

**Town of Amherst  
Audit Committee  
Minutes**

Date: January 7, 2021  
Time: 4:00 pm  
Location: Zoom Virtual Meeting

Members Present David Kogon, Council representative, Chair  
Deputy Mayor Hal Davidson, Council representative  
Councillor Sheila Christie, Council representative  
Councillor Dale Fawthrop, Council representative  
Councillor Lisa Emery, Council representative  
Councillor Leon Landry, Council representative  
Jeff Brennan, Citizen representative  
Rob Small, Citizen representative

Members Absent Councillor George Baker

Staff Present Greg Herrett, Chief Administrative Officer  
Mike Hunter, Chief Financial Officer  
Sarah Wilson, Senior Accountant  
Natalie LeBlanc, Deputy Clerk

Staff Absent Kimberlee Jones, Municipal Clerk

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Due to the COVID-19 pandemic and the requirement for physical distancing, this was a virtual meeting held via Zoom.

**1. CALL TO ORDER**

Mayor Kogon called the meeting to order at 4:03 p.m.

**2. APPROVAL OF AGENDA**

**Moved By Citizen Small**

**Seconded By Councillor Emery**

**To approve the agenda as circulated.**

**Motion Carried**

**3. APPROVAL OF MINUTES**

**Moved By Councillor Emery**

**Seconded By Councillor Landry**

**To approve the minutes of the September 14, 2020 Audit Committee meeting as circulated.**

**Motion Carried**

**4. ELECTION OF CHAIR AND VICE-CHAIR**

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor Emery**

**To re-elect Mayor Kogon as Chair of the Audit Committee for the year 2021.**

**Motion Carried**

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor Fawthrop**

**To elect Councillor Christie as Vice-Chair of the Audit Committee for the year 2021.**

**Motion Carried**

**5. PRESENTATION OF SECOND QUARTER FINANCIAL RESULTS**

The Chief Financial Officer reviewed his memo included as part of the agenda package summarizing the second quarter financial results.

The Senior Accountant presented the second quarter financial results, as included in the agenda package.

**6. CAPITAL BUDGET - ACTUALS-TO-DATE**

The Senior Accountant presented the capital budget actuals-to-date, as included in the agenda package.

**7. APPOINTMENT OF AUDITOR**

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor Fawthrop**

**That the Audit Committee recommend to Council the appointment of Jorgensen & Bickerton as the Municipal Auditor for the 2020-21 fiscal year.**

**Motion Carried**

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor Emery**

**That the Audit Committee recommends to Committee of the Whole a direction to staff to issue an RFP for the appointment of auditor for the 2021/22 fiscal year.**

**Motion Carried**

**8. ADJOURN**

**Moved By Deputy Mayor Davidson**

**Seconded By Councillor Christie**

**To adjourn the meeting at 5:17 p.m.**

**Motion Carried**

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Natalie LeBlanc  
Deputy Clerk

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David Kogon, MD  
Mayor