

**Town of Amherst
Audit Committee
Minutes**

Date: July 20, 2021
Time: 4:00 pm
Location: Zoom Virtual Meeting

Members Present David Kogon, Council representative, Chair
Hal Davidson, Council Representative
George Baker, Council representative
Sheila Christie, Council representative
Lisa Emery, Council representative
Dale Fawthrop, Council representative
Leon Landry, Council representative
Rob Small, Citizen representative
Jeff Brennan, Citizen representative

Staff Present Jason MacDonald, Chief Administrative Officer
Michael Hunter, Chief Financial Officer
Sarah Wilson, Senior Accountant
Kim Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

Others Present Mark Milner, Auditor, Jorgensen & Bickerton

Due to the COVID-19 pandemic this was a virtual meeting held via Zoom.

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 4:00 p.m.

2. APPROVAL OF AGENDA

Moved By Councillor Baker

Seconded By Councillor Emery

To approve the agenda as circulated.

Motion Carried

3. APPROVAL OF MINUTES - March 29, 2021

Moved By Councillor Fawthrop

Seconded By Deputy Mayor Davidson

To approve the minutes of the March 29, 2021 Audit Committee meeting as circulated.

Motion Carried

4. AUDIT ENGAGEMENT AND PLANNING

Auditor Mark Milner reviewed the Audit Engagement Letters for both the Town of Amherst and Amherst Water Utility, included as part of the agenda package. He pointed out that these letters outline the responsibilities of both the auditors and the Town during the audit process, to ensure effective two-way communication between the auditors and the Town, address the auditor's responsibilities as independent auditors and provide information about the planned scope and timing of the audit. They will be signed by both parties.

4.1 Town of Amherst General

Mr. Milner reviewed the Audit Planning Letters for the Town of Amherst, included as part of the agenda package.

4.2 Amherst Water Utility

Mr. Milner further reviewed the Audit Planning Letters for the Amherst Water Utility, also included as part of the agenda package.

5. FOURTH QUARTER REPORT

CFO Hunter reviewed the Fourth Quarter Report included in the agenda package.

6. ADJOURN

Moved By Councillor Landry

Seconded By Councillor Christie

To adjourn the meeting.

Motion Carried

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor