

**Town of Amherst
Audit Committee
Minutes**

Date: September 27, 2022
Time: 4:00 pm
Location: Council Chambers, Town Hall

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

Staff Present Jason MacDonald Chief Administrative Officer
Sarah Wilson, Senior Accountant / Acting Treasurer
Kim Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

Others Present Mark Milner, Auditor, Jorgensen & Bickerton

1. **CALL TO ORDER**
Mayor Kogon called the meeting to order.

2. **APPROVAL OF AGENDA**
Moved By Councillor Emery
Seconded By Deputy Mayor Christie
To approve the agenda as circulated.

Motion Carried

3. **APPROVAL OF MINUTES - July 21, 2022**
Moved By Councillor Baker
Seconded By Councillor Landry
To approve the minutes of the July 21, 2022 Audit Committee meeting as circulated.

Motion Carried

4. **PRESENTATION OF AUDITED FINANCIAL STATEMENTS**
The CAO advised the Committee that due to the sale of CJSMA assets, staff and our auditor are still waiting on information to complete the audited financial statements for the Town of Amherst. Our auditor has reached out to Greg Herrett, the CAO for the Municipality of the County of Cumberland who has been quarterbacking this, and received some of the information today with the expectation that the rest will be received in the next few days at which time another Audit Committee meeting will be schedule to approve them.

4.1 Amherst Water Utility

Sarah Wilson presented the Amherst Water Utility Audited Financial Statements for the year ending March 31, 2022, included in the agenda package.

4.2 Representation Letter - Amherst Water Utility

Mark Milner presented the Amherst Water Utility Representation Letter, included in the agenda package.

5. ACCEPTANCE OF FINANCIAL STATEMENTS

5.1 Recommendation to Accept Water Utility Statements

Moved By Rob Small

Seconded By Jeff Brennan

That the Audit Committee recommend Council accept the Amherst Water Utility Statements for the year ending March 31, 2022 as presented.

Motion Carried

6. OTHER

6.1 First Quarter Financial Report

Sarah Wilson presented the First Quarter Financial Report, included in the agenda package.

Moved By Councillor Davidson

Seconded By Councillor Emery

That the CAO be directed to write a letter of concern to the CAO of the Municipality of Cumberland to the effect that the information required needs to be expedited and to put as the highest priority possible so we can complete our financial obligations not only to the Province but to the residents of Amherst.

Motion Carried

6.2 Capital Budget Actuals-to-Date

Sarah Wilson presented the Capital Budget Actuals-to-Date, included in the agenda package. The CAO was asked to provide a future update on the wellfield generators.

7. ADJOURN

Moved By Councillor Landry

Seconded By Councillor Davidson

To adjourn the meeting.

Motion Carried

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor