

Town of Amherst
Audit Committee
Minutes

Date: January 15, 2025
Time: 4:00 pm
Location: Council Chambers, Town Hall

Members Present Rob Small, Council representative, Chair
Hal Davidson, Council representative, Vice-Chair
Charlie Chambers, Council representative
Nic Furlong, Council Representative (via Zoom)
Terry McManaman, Council representative
Dwayne Ripley, Council representative
Kathy Wells, Council representative
Rae Burke, Citizen representative

Member Regrets Jeff Brennan, Citizen Representative

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

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1. **CALL TO ORDER**
Mayor Small called the meeting to order.
 2. **TERRITORIAL ACKNOWLEDGMENT**
Mayor Small gave the Territorial Acknowledgment.
 3. **ELECTION OF CHAIR AND VICE CHAIR**
Deputy Mayor Davidson nominated Mayor Small as Chair. Councillor Ripley seconded the nomination. There being no further nominations, Mayor Small accepted the position of Chair of the Audit Committee for 2025.

Mayor Small nominated Deputy Mayor Davidson as Vice-Chair. Councillor McManaman seconded the nomination. There being no further nominations, Deputy Mayor Davidson accepted the position of Vice-Chair of the Audit Committee for 2025.
 4. **APPROVAL OF AGENDA**
Moved By Councillor Chambers
Seconded By Councillor Furlong
To approve the agenda as circulated.

Motion Carried
 5. **ACCEPTANCE OF MINUTES – September 9, 2024**
Mayor Small called for any errors or omissions in the minutes. There being none, the minutes of the September 9, 2024 meeting of the Audit Committee were accepted as included in the agenda package.

6. AUDIT COMMITTEE ORIENTATION PRESENTATION

Councillor Wells arrived at 4:14.

Sarah Wilson gave members of the Committee an orientation presentation, included in the agenda package. Information item only.

7. AUDIT COMMITTEE TERMS OF REFERENCE

Moved By Councillor Chambers

Seconded By Councillor McManaman

That the Audit Committee recommend to Council that they re-adopt the Audit Committee Terms of Reference Policy.

Motion Carried

8. HOSPITALITY EXPENSE SUMMARY 2023/24

Sarah Wilson reviewed the Hospitality Expense Summary 2023/24, included as part of the agenda package. Information item only.

9. SECOND QUARTER FINANCIAL REPORT

Sarah Wilson reviewed the Second Quarter Financial Report, included as part of the agenda package. Information item only.

10. CAPITAL BUDGET ACTUALS-TO-DATE

Sarah Wilson reviewed the Capital Budget Actuals-to-Date, included as part of the agenda package. Information item only.

11. ADJOURN

There being no further business, Mayor Small adjourned the meeting.

Natalie LeBlanc
Municipal Clerk

Mayor Rob Small
Chair