

**Audit Committee
Approved Minutes
January 21, 2025, 12:30 pm (Zoom)**

1. Call to Order	Chief Administrative Officer Sandi Millett-Campbell called the meeting to order at 12:30 pm
2. Present	Auditor Andy Forse from Kent and Duffett Chartered Professional Accountants, Director of Finance (DoF) Melony Robinson, Councillor Heather Sadkowski, Councillor Lynn Myers, Chief Administrative Officer Sandi Millett-Campbell, and Recording Secretary Kim Dunning
3. Regrets	None
4. Additions to Agenda	None
5. Approval of Agenda	The agenda was approved as presented by unanimous consent.
Edits to the Minutes	None
6. Approval of Minutes	September 18, 2024 minutes were not approved as there wasn't quorum

7. Presentations

None

8. Public Input

None

9. New Business

i. Appoint a New Chair

Committee followed the procedure of appointing Councillor Heather Sadkowski as the new Chair by acclamation.

ii. Review Scope of Audit

Auditor Andy Forse gave an overview of where they currently are with the Audit. Planning Phase, Preliminary Testing during the year, and Inquiries are the three parts for the audit, and they will return in May. Auditor Forse gave a brief overview/summary of what happens during an audit for the two new Councillors who are on this Committee.

Councillor Sadkowski asked the question when there has been an error (materiality). Does that change from each Municipality? Auditor Forse responded that they normally complete three separate cancellations and make the best judgement depending on the relevant Municipality.

Councillor Myers asked regarding the whole overview of the audit, which includes transparency and having all the information available, is there a specific reason why an audit happens? Auditor Forse responded that this is good for transparency and an audit must be done. They also suggest reviewing the Financial Indicator Report document and DoF Robinson added that the Town has received the 2023 issue, which is available. Expectations for the next meeting to be July/September and will be a longer meeting, as they will go through the audit in detail.

10. Unfinished Business

None

11. Correspondence

None

12. Next Meeting

TBD

13. Adjournment

The meeting was adjourned at 12:52 pm


Councillor Heather Sadkowski, Chair
Kim Dunning, Recording Secretary