

**Audit Committee
 Approved Minutes
 March 11, 2024 12:00 pm**

1. Call to Order	Chief Administrative Officer Sandi Millett-Campbell called the meeting to order at 11:55 am
2. Present	Councillor Paul Wear, Auditor Beth Crosby from Kent and Duffett Chartered Professional Accountants, Jane Hatcher, Director of Finance (DoF) Melony Robinson, Chief Administrative Officer Sandi Millett-Campbell, and Recording Secretary Kim Dunning
3. Regrets	Deputy Mayor Michael Tompkins
4. Additions to Agenda	None
5. Approval of Agenda	MOTION #AC2024-03-11-01 It was regularly moved and seconded to approve the agenda as presented. Motion carried
Edits to the Minutes	Change surname for Jane Hatchard should be Jane Hatcher
6. Approval of Minutes	MOTION #AC2024-03-11-02 It was regularly moved and seconded to approve the September 20, 2023 minutes with above changes. Motion carried

7. Presentations

None

8. Public Input

None

9. New Business

- i. **Appoint New Chair**
 Committee followed the procedure of appointing Councillor Paul Wear as the new Chair by acclamation.
- ii. **Scope of the Audit**
 Auditor Beth Crosby gave an overview of the Engagement, Independence, and Audit Planning letters that were shared earlier today with this Committee. They also gave an overview of what they will do during the audit, including fieldwork, etc. Their structure and approach remain consistent, there isn't a lot of new information, and they are not aware of any major changes to the organization. Expectation to start in March for planning and completion should be June/July.

DoF added that the next meeting will be in July or September and will include reviewing the audited financial statements.

10. Unfinished Business

None

11. Correspondence

None


12. Next Meeting

July or September 2024

13. Adjournment

The meeting was adjourned at 12:12 pm

for 
Councillor Paul Wear, Chair


Kim Dunning, Recording Secretary