

**Audit Committee
Approved Minutes
March 26, 2026, 12:00 pm (Zoom)**

1. Call to Order	Chair / Councillor Heather Sadkowski called the meeting to order at 12:01 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, Karen Gregor, Chief Administrative Officer Sandi Millett-Campbell, and Recording Secretary Kim Dunning
3. Regrets	None
4. Absents	None
5. Additions to Agenda	None
6. Approval of Agenda	MOTION #AC2026-03-26-01 Regularly moved and seconded to approve the agenda as presented by unanimous consent.
7. Disclosure of Conflict of Interest Issues	None
Edits to the Minutes	None
8. Approval of Minutes	MOTION #AC2026-03-26-02 Regularly moved and seconded to approve the minutes of September 17, 2025 minutes as presented by unanimous consent.

9. Presentations
None

10. Public Input
None

11. 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 the Audit. They advised that around the beginning of March they had a team come to Town Hall to complete some interim audit work, and final audit work will be planned for the end of May.

During preliminary planning procedures it was reported that through the normal risk assessment processes, they would compare actual budget and get an idea of any accounts that may be slightly off and may need more work. During the risk assessment, they did not identify anything that would lead to a higher risk. They have found with the Town of Annapolis Royal that Town staff are very competent, and good controls in place.

They noted that there were two accounts that had a very significant budget variance. One was for the Local Leadership Climate Adaptation, and the Chapel Street Forcemain Extension, and upon discussions with management there isn't an issue. They have currently reviewed nine months of work, and roughly 75% of the allocation of the budget has been spent.

They also added that there was a new contract with the Police Service in June 2025, and a CUPE agreement would be due in March 2026, and they will follow up with these. They plan to complete a walk through and advised that during previous ones there haven't been any issues, and as Town staff have procedures in place this is helping

with the Audit. They wanted to let everyone know that they do use AI in testing (identifying things, etc.), but this is a component and there isn't any risk of data sharing, and they do not use ChatGPT. The auditors' main focus remains on three key aspects: theft, fraud and misappropriation.

The next meeting should be held on September 16, 2026 and the Town's audited financial statements will be reviewed then.

12. Unfinished Business

None

13. Correspondence

None

14. Next Meeting

TBD

15. Adjournment

The meeting was adjourned at 12:18 pm



Chair
Councillor Heather Sadkowski



Recording Secretary
Kim Dunning