



Minutes of the Audit Committee Meeting

Place: Council Chambers, Recorded locally via Zoom
Date: Tuesday, February 1, 2023
Presiding Officer: Councillor Chrystal McNutt
Councillors Present: Councillor Jones, and Deputy Mayor Arnold MacDonald
Regrets: Nil

A quorum was present throughout the meeting.

Citizen Appointee: Jo MacDonald

Staff present: Senior Accountant – Ruthann Brookins, Linda Cloney, CAO, and Office Assistant – Stan McDougall (recording secretary).

Baker Tilly Nova Scotia Representatives: Ben Napier and Alida Mitchell.

1. Call to Order

At 6:00PM Councillor McNutt called the meeting to order.

2. Approval of Agenda

Moved by Jo MacDonald and seconded by Deputy Mayor MacDonald to approve the February 1, 2023, agenda as presented.

Motion Carried

3. Approval of Previous Minutes

3.1 Audit Committee Meeting – December 5, 2022

Approved by 
Councillor McNutt, Chair, on February 1, 2023

4. New Business

4.1 Draft Financial Statements - Baker Tilly Nova Scotia Inc.

Alida Mitchell and Ben Napier reviewed the Draft Financial Statements and Data Analytics presentation for the Town of Oxford with the Audit Committee.

CAO Linda Cloney requested the sharing of the slideshow with committee members on completion of the meeting.

During the meeting, building risk assessment was discussed and more discussion was requested on asbestos remediation related to building repairs or demolition.

The Audit Committee recommended presentation of non-consolidated reports to Oxford Council at the upcoming Council meeting to highlight key or abnormal points of concern or interest in the reports.

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to recommend to Council to approve the draft financial statements as presented.

Motion Carried.

4.2 Terms of Reference Review – Linda Cloney

CAO Linda Cloney reviewed the Oxford Audit Committee Terms of Reference with committee members with discussion that only one citizen appointee was required and further only two members of Council were required for the Committee. The committee recommended to continue the search for a second Citizen Appointee to be present if Jo MacDonald is unavailable and to bring further financial experience to the table once an experienced appointee is found and approved.

The Provincial Government mandates the Audit Committee to meet quarterly and share quarterly reports. The committee agreed that it currently meets this mandate.

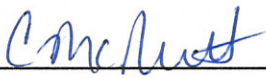
The Audit Committee members recognized Senior Accountant Ruthann Brookins for positive change in the overall finances of the Town of Oxford's accounts and financial reports over the past few years.

4.2 Next Meeting Date and Time

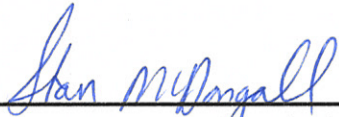
TBA

5. Adjournment

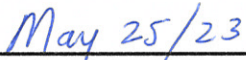
The meeting adjourned at 7:15 PM



Councillor Chrystal McNutt



Stan McDougall, Admin Assistant



Date Approved

