



## Minutes of the Audit Committee Meeting

Place: Council Chambers, Recorded locally via Zoom  
Date: Thursday May 25, 2023  
Presiding Officer: Councillor Chrystal McNutt  
Councillors Present: Deputy Mayor Arnold MacDonald and Josephine MacDonald.  
Regrets: Councillor Jones

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

Gallery Attendees: Councillor Canning and Councillor Black

### 1. Call to Order

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

### 2. Approval of Agenda

Moved by Deputy Mayor MacDonald and seconded by Josephine MacDonald to approve the May 25, 2023, agenda as presented.

***Motion Carried***

### 3. Approval of Previous Minutes

#### 3.1 Audit Committee Meeting – February 1, 2023

Approved by   
Councillor McNutt, Chair, on May 26, 2023

## **4. New Business**

### **4.1 Draft 2023/2024 Capital Budget**

Senior Accountant Ruthann Brookins presented the 2023/2024 Draft Capital Budget and reviewed the 5-year projected Capital Budget with the audit committee.

It was discussed by the committee that there is a need for a clearer definition of the location designated as “Lower” and “Upper” Water Street – Linda Cloney will investigate and obtain clarification for the committee.

Moved by Deputy Mayor MacDonald and seconded by Josephine MacDonald to approve the draft 2023/2024 Capital Budget as presented.

***Motion Carried***

### **4.2 Draft 2023/2024 General Operating Budget**

Senior Accountant Ruthann Brookins presented the 2023/2024 Draft General Operating Budget to the audit committee.

The committee agreed through discussion that the reserve revenue from the 2023 Tax Sale should be invested in a GIC fund to generate interest income.

The committee agreed to invest in upgrades to the front office to improve security, and access for the office space of the Revenue Clerk and to better utilize space to allow for an office for Public Works Supervisor. The committee further agreed to keep \$10,000 in for Town Hall Maintenance.

Regarding the Main Street and Water Street intersection, the committee agreed that the intersection does need a flashing light and other improvements and further agreed to increase the amount of this line to \$19,769 from the current \$10,000 allocated.

The committee agreed to use residual COVID moneys toward the budget amounts as deemed appropriate.

Regarding the #544 Loader for public works, the committee agreed that the body work is a must have to be done to increase the longevity of the useful life of this loader.

The line item for bait stations for \$8185 is to be removed from the draft budget as it is no longer required as discussed by the committee.

CAO Linda Cloney questioned the line item for Rent to Kill as they had missed servicing the Transfer Station for some time. Senior Accountant Ruthann Brookins will investigate.

The audit committee recommended changing the line item for the Exhibition Sponsorship package from \$700 to \$500.

CAO Linda Cloney to review the Mayor and Councillor Salaries to assess the rate of increase to apply to the 2023/2024 General Operating draft Budget.

The audit committee recommends accepting the wish list items to be added to the 2023/2024 General Operating Budget but recommends review the 2023/2024 General Operating Budget again with all changes in place in a future meeting.

Deputy Mayor MacDonald left the meeting at 6:55 PM and returned at 7:03 PM.

Councillor Black left the meeting at 7:00 PM.

#### **4.3 Draft 2023/2024 Water Operating Budget**

Senior Accountant Ruthann Brookins presented the 2023/2024 Draft Water Operating Budget to the audit committee.

The audit committee agreed to move the gas-powered pump line item of \$2988 into the Water Operating Budget as a must have item.

Moved by Deputy Mayor MacDonald and seconded by Josephine MacDonald to accept the draft 2023/2024 Water Operating Budget as presented.

***Motion Carried***

## **5. Adjournment**

The meeting adjourned at 8:45 PM

*Chrystal McNutt*  
**Councillor Chrystal McNutt**

*Stan McDougall*  
**Stan McDougall, Admin Assistant**

*June 15/23*  
**Date Approved**