



## Minutes of the Audit Committee Meeting

**Place:** Council Chambers, Recorded locally via Zoom  
**Date:** Wednesday, May 28, 2024  
**Presiding Officer:** Chrystal McNutt  
**Councillors Present:** Paul Jones, Arnold MacDonald.  
**Regrets:** Nil

***A quorum was present throughout the meeting.***

**Staff present:** CAO – Linda Cloney, Manager of Finance – Ruthann Brookins, and Administrative Assistant – Stan McDougall (recording secretary).

**Presenters:** *Nil*

### **1. Call to Order – Welcome**

At 4:57 PM Chrystal McNutt called the meeting to order.

### **2. Approval of Agenda**


Moved by Arnold MacDonald and seconded by Paul Jones to approve the May 28, 2024, agenda as presented.

***Motion Carried***

### **3. Approval of Previous Minutes**

**3.1 Minutes of the Audit Committee Meeting February 26, 2024**

**3.2 Minutes of the Audit Committee Meeting, May 1, 2024**

**Approved by:** 

**Chrystal McNutt, Chair, on May 1, 2024**

#### **4. New Business**

##### **4.1 Letter of Resignation – Josephine MacDonald**

Linda Cloney discussed with the committee a letter received by Council from Josephine MacDonald which gave notice of her immediate resignation from the Audit Committee and the Accessibility Committee.

The Audit Committee, through consensus, accepted with regret the resignation of Josephine MacDonald. Direction by the committee that Linda Cloney will draft a letter of acknowledgment and acceptance of Josephine's resignation.

The committee agreed it's a difficult position to fill and discussed some possible candidates to approach. The position should be filled by someone with financial expertise who can understand budgets and financial statements.

Direction by the committee for Linda Cloney to post an advertisement for applications to fill the vacancy in the Audit Committee advertising the preference for candidates to possess financial expertise.

##### **4.2 Terms of Reference – revision discussion**

The Audit Committee discussed the Terms of Reference and updates to consider.

Moved by Paul Jones and seconded by Arnold MacDonald to align the Audit Committee's Terms of Reference to the MGA.


##### ***Motion Carried***

Direction by the committee for Linda Cloney to draft an updated Terms of Reference to be reviewed by the committee. The draft was discussed as distributable by email to review before the next meeting.

A further meeting in September of 2024 will be scheduled to review the Management letter from the Auditors and at that time the draft Terms of Reference will also be reviewed.

**5. Adjournment**

The meeting adjourned at 8:14 PM

  
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**Chrystal McNutt**

  
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**Stan McDougall, Admin Assistant**

05-14-2025  
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**Date Approved**

