

ATTENDING

- Chair, Councillor Ian Palmeter
- Mayor Jodi MacKay
- Councillor Mike Butler
- Frank Lussing
- Corey Cadeau
- CAO Glenn Horne
- Director of Financial and Corporate Services, Beth Hopkins
- Manager of Financial and Accounting Services, Jenny Johnson
- Recorder, Brittany Cleveland

GUESTS

- Deputy Mayor, Jennifer Ingham

CALL TO ORDER

Chair, Councillor Ian Palmeter, called the Audit Committee meeting to order at 9:00am

Agenda Item	Discussion and Decisions
1. Approval of Agenda	MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED CARRIED
2. Approval of Minutes	MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE AUDIT COMMITTEE MEETING OF DECEMBER 6, 2024, BE APPROVED AS CIRCULATED CARRIED
3. Public Input	<ul style="list-style-type: none">• No public input
4. Chairperson's Comments	<ul style="list-style-type: none">• Welcome Corey Cadeau to the Committee
5. New Business: IR 004-2025 Variance Reports Year End Forecast	<ul style="list-style-type: none">• Director of Financial Services presented on the Q3 year-to-date financial update and Year End Forecast summary• Revenue over \$147,979; Expenditures under \$602,730• Taxes & Grants in Lieu revenue was over by \$211k which is mostly due to deed transfer tax revenues exceeding budget

Agenda Item	Discussion and Decisions
	<ul style="list-style-type: none"> • Interest on Investments out-performed budget by \$58k YTD earnings • Insurance makes up for \$81k in Miscellaneous Revenues • Housing Accelerator Fund – not fully recognized (\$146,934 below budget) • Municipal Capacity Grant received \$74k in Q4 – was expected in Q3 • Salary and Wages under budget by \$120k. Due to timing of new hires. • Legal expenses are down by \$42k; haven't needed to utilize as much as previous years • Audit fees up \$44k from 2023-24; due to a recording error in previous years – they were recorded when we were invoiced – not when we accrued the cost. We are now recording at accrual time • Repairs & Maintenance down \$50k (Postponed Library, no update to date if they have been carried out) • Operational equipment & supplies expenses over by \$182k; includes moving expenses for new hires, hardware devices, replacement of fire gear, sewer UV lightbulbs & sleeves, Housing Accelerator Fund \$88k should have been recorded under contracted services • Contracted Services expenses are down by \$529k; variance includes RCMP \$196k there was \$100k buffer put into the budget for first year of the new contract; Public Works under \$196k mostly related to road work that has not been completed, should be by the end of Q4. • Water Utility revenue under \$4,536; Expenditures under budget \$707,690 • Meter sales down \$18k due to lower consumption • Job cost billings over budget by \$29k • Investment Income down by \$21k – will be apportioned from the Town at year end • Salary and wages stand by cost & system monitoring up \$26k. • Operational Equipment & supplies down by \$677k from deferred spending for transmission and distribution equipment • Audit expenses down \$11k to be apportioned from the Town to the Water Utility for year end

Agenda Item	Discussion and Decisions
6. Roundtable	<ul style="list-style-type: none"> Contracted Services Down \$23k due to projects not yet completed Forecasted budget to March 31, 2025; Net surplus to be around \$800k; Revenue is over \$37,896; Expenditures are under \$788,503 Waste Water Treatment Plant – needs to be tendered – this is still a planned project – looking to have it tendered in the next 4 weeks. No costs are likely to be accrued until next fiscal year. Town Projects ongoing into 2025-26; 17 of 37 which has an expected cost of approx.. \$2.7M Water Projects ongoing into 2025-26; 10 of 15 which has an expected cost of approx.. \$170k <p>MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE AUDIT COMMITTEE FORWARD THE THIRD QUARTER (Q3)YEAR TO DATE FINANCIAL UPDATE, THE DECEMBER 31, 2024, VARIANCE AND YEAR END FORECAST AUDIT COMMITTEE AND THE DECEMBER 31, 2024, MAJOR VARIANCE SUMMARY BY DIVISION TO THE FEBRUARY 11TH, 2025, SPECIAL COMMITTEE OF THE WHOLE MEETING.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <ul style="list-style-type: none"> Discussion on the difference between Equity Diversity and Inclusion Projects vs EDI Events and why they are separate line items. Outstanding Tax Accounts update - 3 of the 4 accounts are on monthly payment plans the 4th account has paid the balance in full. Deferred expenditures – University to Skyway originally expected \$460K – another \$100k carried forward to 2025-26. Cherry Ave project is fully being carried forward into 2025-26 Director Hopkins asked the committee for feedback on how the reports are presented. The committee asked for insight on the materiality on the variances presented. They would like to see a percentage of variance vs the dollar amount on each item, suggested a summary sheet for the top variances with percentages going forward



Agenda Item	Discussion and Decisions
	<ul style="list-style-type: none">• Discussion on Procurement Policy - if departments are over purchasing amounts for projects - these items need to be highlighted for the committee to review
7. Next Meeting Date	April 25, 2025
8. Adjournment of Meeting	Meeting Adjourned at 10:22 am

As recorded by Brittany Cleveland, Recording Secretary, Department of Finance
Approved at the April 25, 2025 Audit Committee Meeting