



Audit Committee Meeting

April 24, 2026

9:00 a.m.

Council Chambers – Town Hall

Agenda

Call to Order

Land Acknowledgement and Recognition of Historic Contributions

1. Approval of Agenda

2. Approval of Minutes

- a. Audit Committee Meeting, February 20, 2026

3. Declarations of Conflict of Interest

4. Chairpersons Comments

5. Public Input

PLEASE NOTE:

- *Reminder to all speakers that the Town conducts its business with the seven sacred teachings in mind, truth, honesty, love, courage, respect, wisdom and humility.*
- *Members of the public participating in public input will conduct themselves in a manner that is respectful to the public, council and staff. Should this not*
- *occur, the Chair will advise them to end their questions and/or comments immediately.*
- *You have up to 5 minutes to provide input to be directed to the Chair.*
- *Responses will be provided after the meeting either via email or in person and may be included on a future report.*



- *Any input that relates to personnel, current or potential litigation issues, or planning issues for which a public hearing has already occurred, but no decision has been made by Council, will not be responded to.*

6. Staff Reports & New Business

- a. Audit Plan Review – Doane Grant Thornton

7. Roundtable

8. Next Meeting

- a. June 26, 2026 @ 9:00 a.m.

9. Adjournment



Land Acknowledgement

The Town of Wolfville acknowledges that we are located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

As a town committed to reconciliation and respectful governance, we ask that all who live, work, and gather here do so with the Seven Sacred Teachings in mind: Truth, Honesty, Love, Courage, Respect, Wisdom, and Humility.

These teachings guide us in building a community rooted in understanding, fairness, care for one another, and for the land.

Please pause for a moment of reflection - How can we be good guests on this land?

Recognition of historic contributions

We also acknowledge the histories, contributions and legacies of the African Nova Scotian people who have shared these lands for over 400 years, and we acknowledge the shared ancestry of all people of African descent in Nova Scotia.



ATTENDING

- Chair, Councillor Ian Palmeter
- Mayor Jodi MacKay
- Councillor Mike Butler
- Frank Lussing
- Corey Cadeau
- CAO Glenn Horne
- Director of Corporate Services, Diana Gibson
- Recorder, Laura Yaroshevka

CALL TO ORDER

Chair, Councillor Ian Palmeter, called the Audit Committee meeting to order at 9:02am
Chair, Councillor Ian Palmeter, read Lead Acknowledgement and Recognition of Historic Contributions

Agenda Item	Discussion and Decisions
1. Approval of Agenda	THE AGENDA WAS APPROVED AS CIRCULATED
2. Approval of Minutes	THE MINUTES OF THE AUDIT COMMITTEE MEETING OF JANUARY 16, 2026 WERE APPROVED AS CIRCULATED.
3. Declaration of Conflict of Interest	<ul style="list-style-type: none">• None declared.
4. Public Input	<ul style="list-style-type: none">• No public input.
5. Chairperson's Comments	<ul style="list-style-type: none">• None.
6. New Business: a. IR 010-2026: Third Quarter Financial Update	<ul style="list-style-type: none">• The Director of Corporate Services presented the Third Quarter Financial Update. It was noted that the Town will now be budgeting on a full-year basis. The Q3 surplus was reviewed, and it was explained that around \$100,000 will be transferred to the Sewer



Agenda Item	Discussion and Decisions
	<p>Reserve and around \$700,000 will be transferred to the Town's Capital Reserve.</p> <ul style="list-style-type: none"> • The surplus was larger than originally projected due to staffing vacancies throughout the fiscal year and additional external funding that had not been budgeted. In accordance with Municipal Government Act (MGA) requirements, reserve transfers must be budgeted to a specific reserve. • While staffing levels have improved, several vacancies remain to be filled. Approximately 16 job competitions were conducted during the current fiscal year. • It was reported that staff have been working to budget for major capital projects deferred to the next fiscal year. The risk of staff burnout was assessed as low. The Water Depreciation Reserve was budgeted as planned. Challenges were noted in hiring external contractors, as many are prioritizing projects. • Standing offers will be used to deliver capital projects where possible. The West End playground and the floating dock at the waterfront have been purchased and are awaiting installation. Planning for the current fiscal year was undertaken well in advance, with projects designed and positioned for funding, allowing the Town to pursue more competitive pricing. • Inflation has impacted projects that were designed approximately two years prior to execution. It was noted that municipal inflation has risen at a higher rate than CPI in recent years. The sewer plant expansion budget includes provisions for inflation, desludging, and contingency. • There are approximately 30 projects in the capital budget, with roughly one-third continuing into next year. Approximately 90% of the operating plan has been completed. Snow removal costs to date were reported at approximately \$213,000 for staff salaries and \$92,000 for salt. <p>MOTION: THAT THE AUDIT COMMITTEE FORWARD THE DECEMBER 31, 2025 TOWN OF WOLFVILLE AND WOLFVILLE WATER UTILITY</p>



Agenda Item	Discussion and Decisions
<p>b. 2025-26 Q2 & Q3 Expense Reporting</p> <p>7. Roundtable</p> <p>8. Next Meeting Date</p> <p>9. Adjournment of Meeting</p>	<p>OPERATING AND CAPITAL VARIANCE REPORTS TO THE MARCH 17, 2026 COUNCIL MEETING.</p> <p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> • Training and conferences expenses are included in this report. • Miscellaneous category would include all expenses for the Strategic Plan Session: rent for Fountain Commons session, contractor payments who came to facilitate the session, etc. <p>MOTION: THAT THE AUDIT COMMITTEE ACCEPT THE 2025-26 Q2 & Q3 EXPENSE REPORTS.</p> <p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> • Colour-coded Capital Report was a good idea as it makes it easier to navigate the reports. • Kentville area has changed the funding model for the development area. • The Town of Wolfville is currently in the process of evaluating the contributions agreement in the next month. <ul style="list-style-type: none"> • TBD <ul style="list-style-type: none"> • Meeting Adjourned at 9:47am

As recorded by Laura Yaroshevskya, Administrative Assistant
 Approved at the April 24, 2026 Audit Committee Meeting