THE MUNICIPALITY OF THE COUNTY OF RICHMOND
LA MUNICIPALITÉ DU COMTÉ DE RICHMOND

Audit Committee Meeting

September 21, 2026
6:00 p.m.
Council Chambers

Agenda

1. Call to Order

2. Items Added to the Agenda (Approval of the Agenda)

3. Review of Minutes: April 8, 2026

4. Presentation of Financial Statements, Re: Year ended March 31, 2026

5. Doane Grant Thornton Audit Report

6. Appointment of Auditors

7. Recommendation to Council

8. Adjournment

THE MUNICIPALITY OF THE COUNTY OF RICHMOND — LA MUNICIPALITÉ DU COMTÉ DE RICHMOND

AUDIT COMMITTEE MEETING

April 8, 2026

Location: Council Chambers

Present: Warden Lois Landry, Deputy Warden Amanda Mombourquette (Virtually), Councillor Brian Marchand, Councillor Brent Sampson, Councillor Shawn Samson, Paula Jesty, Appointed Member, Troy MacCulloch, Chief Administrative Officer, Kathleen Jeffrey, Director of Finance, Shelley David, Municipal Clerk

Also Present: Alisha Mombourquette, Doane Grant Thornton, Senior Manager

1. Call to Order

   Warden Lois Landry called the meeting to order at 6:00 p.m.

2. Approval of the Agenda

   Moved by Councillor Brent Sampson, seconded by appointed member Paula Jesty, that the agenda be approved.

   Motion carried.

3. Review of Minutes: December 15, 2025

   Moved by appointed member Paula Jesty, seconded by Councillor Brent Sampson, that the minutes of the December 15, 2025, Audit Committee meeting be adopted.

   Motion carried.

4. Q4 - Governance and Planning, Q1- Audit Planning & Pre-Audit Work

   Deputy Warden Amanda Mombourquette arrived at the meeting at 6:18 p.m.

   a) Audit Strategy Presentation

      Alisha Mombourquette provided an overview of the audit strategy and left the meeting at 6:30 p.m.

   b) Terms of Reference

      The Committee reviewed the Audit Committee Terms of Reference, and it was the consensus of the Committee to change the following:

      - Section 3, add the words “Municipal Government Act” and place the letters “MGA” in brackets.

- Section 5.3, add the words “and workplan” after the word schedule.

Moved by Councillor Brent Sampson, seconded by Councillor Shawn Samson, that the Audit Committee recommend to Council that the Audit Committee Terms of Reference, with the adjustments, be referred to the By-law/Policy Committee.

Motion carried.

c) Review and Approval of the Audit Committee Work Plan

The Committee reviewed the Work Plan and reached consensus for staff to add the following items:

- Review and discuss the mid-year budget to actual comparison to Q3: Risk Management & Controls
- Review the annual summary of remunerations and expenses for reportable individuals to Q2: Financial Statement Presentation & Year-End Review.

The Committee reached consensus that staff would update the Audit Committee Work Plan to reflect the changes discussed and circulate the updated plan to committee members by email. Once feedback and confirmation are received, staff will remove the draft designation.

d) Credit Card Policy – Review of Proposed Changes

The Committee reviewed the proposed changes to the Credit Card Policy. A discussion ensued on Section 1.1 to clarify that credit card use is limited to situations where vendor charge accounts are not available.

A discussion also ensued on Section 5.1(d), during which the Committee confirmed that the wording was taken from the Municipal Financial Reporting and Accounting Manual (FRAM).

Moved by Councillor Brian Marchand, seconded by Deputy Warden Amanda Mombourquette, that the Audit Committee recommend to Council to refer the Credit Card Policy as presented to the By-law/Policy Committee for review.

Motion carried.

Deputy Warden Amanda Mombourquette left the meeting at 7:27 p.m.

e) Q4 - Governance & Planning Items (Carried Forward)

- Policy Review:

  The Committee reviewed the Travel and Expense Policy and the Hospitality Policy. The following was noted:

  - In the Travel and Expense Policy, the signing authority for Citizen Appointees is the CAO.
  - No changes were recommended to either policy at this time.

- Financial Condition Indicators (FCI):

  A discussion ensued, and it was noted that the FCI was not available at this time, as it is still in draft form. The FCI will be presented at the Q3-Risk Management & Controls meeting.

5. <u>Next Meeting Date:</u>

   The date is to be determined.

6. <u>Adjournment:</u>

   There being no further business, the chair adjourned the meeting at 7:38 p.m.

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Chairperson	Municipal Clerk

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Agenda Item 4 and 5

Draft documents are not included in the meeting package. Once finalized and approved, these documents will be uploaded to the municipal website.