MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Audit Committee Meeting Minutes

Tuesday, June 23, 2026, 3:30 pm
Multipurpose Room
Municipal Administration Building
285 Beech Hill Road
Beech Hill, NS B2G 0B4

Present were:	Councillor Gary Mattie Councillor Harris McNamara Councillor Adam Baden-Clay Bobby Mattie (member from the public)
Regrets:	Warden Nicholas MacInnis
Staff Present:	Shirlyn Donovan, CAO Allison Duggan, CFO
Others Present:	Kyle Musial, Senior Manager, MNP Ltd. (by Zoom)

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Call to Order – CFO, Allison Duggan

The meeting of the Committee of the Whole was called to order by CFO, Allison Duggan, at 3:32pm.

Approval of Agenda

Mrs. Duggan called for any additions or deletions to the agenda. No additions were made.

Moved and Seconded

That the agenda be approved as presented.

Motion Carried

Presentation of the 2026 Audit Service Plan

Mr. Musial reviewed the audit service plan with the committee and then opened the floor to see if they had any questions.

New Business

Internal Controls Discussion

Mrs. Duggan reviewed some of the internal controls within the Municipality and the documents associated with each. Mr. Mattie asked if the Credit Card

Authorization form is kept digitally and to ensure that appropriate practice is taken for security.

Councillor McNamara said that the recommendation from NSFM is to change our audit firm every 5 years. Mrs. Donovan said we could look at issuing an RFP following the 2025/26 audit.

Review F25/26 Council Expenses & Hospitality Policy

Mrs. Duggan reviewed the Hospitality Policy and since that policy was created in 2019 there has been no hospitality related expenses.

Mrs. Duggan reviewed the Policy on Municipal Council and CAO Expense Reimbursement which was last revised in January 2025.

Councillor Baden-Clay asked a question relating to the Warden having an office at the building and mileage reimbursement. Mrs. Duggan said while there is an office in the building which has typically been for the Warden it is currently being used by contract staff.

Councillor Mattie asked about adding to the Expense Policy something to allow him to take support staff if he attends conferences.

Financial Reporting Policies

Councillor Mattie pointed out that Joseph A. Tate (Sports Park Land) in the Tax Exemption Policy is listed in District 9, but it is in District 8.

Mrs. Duggan reviewed our Investment Policy and our average monthly returns on interest for our investments.

In Camera Items

There were no in-camera items.

Adjournment

Moved

That the Audit Committee meeting be adjourned at 4:33pm.

Motion Carried

Councillor

Shirlyn Donovan, CAO

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