

Minutes of a Town of Pictou Audit Committee meeting convened 6:00 pm at the CN Station – Council Chambers on the above date. Mayor James Ryan presiding.

**Present:** Councillors Melinda MacKenzie, Nadine LeBlanc and Shawn McNamara

**Also Present:** Kyle Slaunwhite, CAO  
David Nicholson, Finance  
Jason Rankin, Community Member  
Nicole MacDonald, Deputy Clerk/Minute Recorder

**Regrets:** Deputy Mayor Dan Currie

**1. Call to Order**

The Chair called the meeting to order.

**2. Review of Audit Report – MNP**

Mr. Kyle Musial was brought in to discuss the process of the Town Audit that is being proposed for this year. A few key points shared were:

- MNP audit approach reflects the financial size of the municipality
- Key changes (new reporting developments)
- Risk areas: management override of internal controls, revenues

Questions/comments:

- How do costs of current contract compare to previous year? – CPI increase, as quoted in original RFP
- Are timelines adequate for the Town needs? – meet provincial requirements
- Question on what materiality number means

**3. Private Session**

Motion: For the Committee to move to Private Session.  
Moved, Seconded, Carried

*AUD-05-06-24-2790*

All staff members, including the CAO, left the meeting.

**4. Public Session**

All staff members returned to the meeting.

Motion: For the Committee to return to Public Session.  
Moved, Seconded, Carried

*AUD-05-06-24-2791*

The Chair reported that the Committee was given the opportunity to share any fraud concerns they may have about management with the Auditors. If they have any concerns throughout the year, the process of how to connect with the Auditors was also shared.

**5. Adjournment**

There being no further business, the Chair adjourned the meeting at 6:25 pm.

Approved

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James J. Ryan  
Mayor

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Kyle Slaunwhite  
CAO