

MUNICIPALITY OF THE DISTRICT OF LUNENBURG  
Minutes of a Meeting of  
**AUDIT COMMITTEE**  
Held in Council Chambers, 210 Aberdeen Road, Bridgewater, NS  
**Tuesday, July 3, 2018 – 9:00 a.m.**

**ATTENDANCE**

Councillor Eric Hustvedt, Vice-Chair, District 1  
Mayor Carolyn Bolivar-Getson  
Councillor John Veinot, District 4  
Councillor Cathy Moore, District 5  
Councillor Wade Carver, District 7  
Councillor Michael Ernst, District 8  
Councillor Reid Whynot, District 9  
Councillor Errol Knickle, District 10

Regrets: Councillor Claudette Garland, Chair, District 6  
Deputy Mayor Martin Bell, District 2  
Councillor Lee Nauss, District 3

Staff: Kevin Malloy, Chief Administrative Officer  
Trudy Payne, Acting Deputy Chief Administrative Officer  
Elana Wentzell, Director of Finance  
Angela Veinot, Accounting Manager  
Sarah Kucharski, Communications Officer  
Sherry Conrad, Municipal Clerk  
Joanne Powers, Executive Assistant

**1. CALL TO ORDER**

Sherry Conrad, Municipal Clerk, called the meeting to order at 9:00 a.m.

**2. NOMINATION AND ELECTION BY BALLOT – CHAIR & VICE CHAIR**

[Audit Committee, Terms of Reference, Section 3.4]

Ms. Conrad called for nominations, by ballot, for the position of Chair. Those nominated were: Councillors Ernst, Moore, Knickle, Garland, Veinot and Mayor Bolivar-Getson.

Councillors Knickle, Veinot, Moore and Mayor Bolivar-Getson declined their nominations.

On the first ballot, **Councillor Ernst** was elected as the **Chair**.

Councillor Ernst, called for nominations, by ballot, for the position of Vice Chair. Those nominated were: Councillors Moore, Knickle, Garland, Whynot and Mayor Bolivar-Getson.

Councillors Moore, Knickle and Whynot and Mayor Bolivar-Getson declined their nominations.

On the first ballot, **Councillor Garland** was declared **Vice Chair**.

**Moved by Councillor Moore, seconded by Councillor Hustvedt that all ballots be destroyed. Carried unanimously.**

**3. IN CAMERA****3.1 Belliveau Veinotte Inc. – Concerning External Audit under Section 22(2)(c) of the MGA**

Councillor Ernst introduced Paul Belliveau of Belliveau Veinotte Inc. He explained that as part of the annual audit, it is best practice to have a planning session with the Auditor without staff present.

**At 9:12 a.m., it was moved by Councillor Carver, seconded by Mayor Bolivar-Getson that the Audit Committee go *In Camera* with Belliveau Veinotte Inc. concerning the external audit under Section 22(2)(c) of the *Municipal Government Act*. Carried.**

Staff members removed themselves from the meeting.

Audit Committee *In Camera* in session.

**At 9:26 a.m., it was moved by Councillor Hustvedt, seconded by Councillor Whynot that the Audit Committee come out of *In Camera* and return to open session. Carried.**

Audit Committee in session.

A question was raised regarding the Member-at-large position on the Committee, and Ms. Wentzell advised that the position was advertised and only one person applied. The Nominating Committee deemed that the individual did not have the required qualifications; therefore, another advertisement will go out in six months time.

**10. NEXT MEETING – September 4, 2018 – 9:00 a.m.****11. ADJOURNMENT**

**There being no further business at 9:37 a.m., it was moved by Councillor Moore, seconded by Councillor Carver that the meeting adjourn. Carried.**