

Municipality of the District of Lunenburg

Minutes of a Meeting of the Audit Committee

Held Via Video and Audio Conference

Tuesday, July 6, 2021– 9:00 a.m.

Attendance

Councillor Pam Hubley, District 4, Chair
Councillor Michelle Greek, District 7, Vice Chair
Mayor Carolyn Bolivar-Getson
Councillor Leitha Haysom, District 1
Councillor Martin Bell, District 2
Councillor Wendy Oickle, District 3
Councillor Cathy Moore, District 5
Councillor Sandra Statton, District 6
Councillor Kacy DeLong, District 8
Councillor Reid Whynot, District 9
Councillor Chasidy Veinotte, District 10

Regrets

Staff

Tom MacEwan, Chief Administrative Officer
Alex Dumaresq, Deputy CAO
Elana Wentzell, Director of Finance
Sherry Conrad, Municipal Clerk
Angela Veinot, Accounting Manager
Sarah Kucharski, Communications Officer
Bill Schurman, Director of Recreation Services
Darren Shupe, Senior Planner
Dave Waters, Director of Economic Development
Rachel Hiltz, Executive Assistant

1. Call to Order

Ms. Wentzell called the meeting to order at 9:15 a.m.

2. Nomination and Election by Ballot – Chair & Vice Chair [MDL-02 – Committee Policy, Section 3.5]

Ms. Wentzell called for nominations, via an online poll, for the position of Chair. Those nominated were: Councillors Statton, Hubley, Haysom, DeLong and Moore.

Councillors Statton, Haysom, DeLong and Moore withdrew their names. Councillor Hubley was elected as Chair.

Councillor Hubley took the Chair.

Councillor Hubley called for nominations, via an online poll, for the position of Vice Chair. Those nominated were: Councillors Greek, Haysom, Statton, DeLong, and Veinotte.

Councillors Statton, Haysom, DeLong, and Veinotte withdrew their names. Councillor Greek was elected as Vice Chair.

3. Approval of Agenda (as circulated)

Moved by Mayor Bolivar-Getson, seconded by Councillor Haysom that the Agenda be approved as circulated. Carried unanimously.

4. Approval of Minutes – September 15, 2020

Moved by Councillor Moore, seconded by Mayor Bolivar-Getson that the Minutes of the September 15, 2020 Audit Committee meeting be approved as circulated. Carried unanimously.

5. Belliveau Veinotte – Pre-Audit Discussion

Michael Belliveau and Michelle Laird of Belliveau Veinotte Inc. were in attendance at this time and discussed the upcoming audit for MODL.

- The audit fee for this year is \$24,900 and the on-site audit field work will begin on July 19. This takes 5-8 days and then they take the findings back to their office for further review. All work should be completed by the end of August and another Audit Meeting will be held in September.
- During the Audit, the auditors will consider material correctness, which is essentially a dollar amount that is set that could affect or influence Municipal decisions if misstated
- An internal control letter will be completed to show any weaknesses within the organization. Management can respond to this letter to advise of any changes that were made to rectify these issues.
- The auditors will also look at segregation of duties to ensure different staff members handle different aspects of the accounting work and that proper checks and balances are in place. This helps prevent fraud and reduces clerical errors. MODL's current processes use segregation of duties.
- The auditors will check for completeness and existence. Completeness ensures everything that has happened financially is represented in the financial statements. Existence means that the transactions that are showing in the statements have actually happened.
- The financial statements are completed by MODL Finance staff each year and the auditors work with the Director of Finance to ensure they are accurate and completed according to Generally Accepted Accounting Principles. The auditors then provide an opinion letter to include with the Statements.

Mr. Belliveau and Ms. Laird were thanked for their presentation.

6. In Camera

At 9:37 a.m., it was moved by Councillor Haysom, seconded by Councillor Greek that the Audit Committee go In Camera. Carried.

Audit Committee In Camera in session.

At 9:40 a.m., it was moved by Councillor Whynot, seconded by Councillor Haysom that the Audit Committee come out of In Camera and return to open session. Carried.

Audit Committee in session.

7. Adjournment

There being no further business at 9:40 a.m., it was moved by Councillor Whynot, seconded by Councillor Moore that the meeting adjourn. Carried.