



**THE MUNICIPALITY OF THE DISTRICT OF SHELburnE**  
**FINANCE DEPARTMENT**

136 Hammond Street, PO Box 280 Shelburne, NS B0T 1W0  
Phone: (902) 875-3544 – Fax: (902) 875-1278  
[www.municipalityofshelburne.ca](http://www.municipalityofshelburne.ca)

Municipality of the District of Shelburne  
**AUDIT AND INTERNAL CONTROL COMMITTEE MEETING**  
**MINUTES**

Wednesday, July 6, 2022  
10:00 am

A meeting of the Audit and Internal Control Committee was held on Wednesday, July 6, 2022.

**Present:**

Larry Pelletier, Chairperson (Public Member)	Councilor Dale Richardson
Sandy Hood, Vice Chair (Public Member)	Michelle Mitchell, Finance Clerk
Warren MacLeod, Director of Economic Development/CAO	Gloria Banks, CPA, CA
Michelle Williams, Director of Finance	Grant Thornton (via teams)
Councilor Ron Coole	Kelsey Murphy, CPA, CA
Councilor Sherry Thorburn Irvine	Grant Thornton (via teams)

**Regrets:**

Trudy Payne, CAO

**1. Call to Order**

The meeting was called to order at 10:01 am by Chairperson, Larry Pelletier.

**2. Amendments/Approval of Agenda**

Being duly moved and seconded, be it resolved that the Agenda of July 6, 2022, be approved with the following amendment:

1. Item 6 - Council Approved Minutes for April 27, 2022 – May 25, 2022, to be removed from the agenda and moved to the next meeting.

**3. Approval of Minutes**

Being duly moved and seconded, be it resolved that the Minutes of May 17, 2022, be approved as circulated.

Sandy Hood entered the meeting at 10:12am



**THE MUNICIPALITY OF THE DISTRICT OF SHELburne  
FINANCE DEPARTMENT**

136 Hammond Street, PO Box 280 Shelburne, NS B0T 1W0

Phone: (902) 875-3544 – Fax: (902) 875-1278

[www.municipalityofshelburne.ca](http://www.municipalityofshelburne.ca)

---

**4. Business Arising**

Communication: Larry Pelletier stated that he noticed there was an update in the implementation report under the fire review regarding the new position. This is an item that the A&C committee had brought up and were waiting to hear back from Council. Mr. Pelletier stated that this information should have been communicated to the community members as it was an item discussed at council from the A&C committee. It was mentioned that going forward a message must be done from the CAO office back the committee once there is an update.

Insurance Policy: Larry Pelletier stated that he believes a letter should be sent to the insurance company stating that our insurance policy should be sent out to the Municipality at least 45 days prior to the renewal date.

Being duly moved and seconded, The Audit and Internal Control Committee recommends the following motion:

1. Recommends that the Council of the Municipality of the District of Shelburne that a letter be sent to the insurance company asking that the complete renewal policy be sent to the Municipality at least 45 days prior to the renewal date.

**5. Review of 2021/2022 Audit**

Gloria Banks, CPA, CA, Grant Thornton LLP and Kelsey Murphy, CPA, CA, Grant Thornton LLP, presented the Audit and Internal Control Committee with a draft of the Municipality's Financial Statements for the 2021/2022 fiscal, the 2021/20212 Audit Report - results from the Audit, and the Management and Internal Control letters. Ms. Banks and Ms. Murphy will also present at the next Council meeting scheduled for July 13, 2022.

With respect to the Municipality of the District of Shelburne's Consolidated Statement of Operations, Ms. Murphy provided the following updates:

1. The Municipality of the District of Shelburne had an increase in revenue.
2. The Municipality of the District of Shelburne's Deed Transfer Tax had an increase.
3. The Municipality of the District of Shelburne's Equalization Grant and Gas Tax revenue were both doubled from the province.

Ms. Murphy provided the following highlights from the notes:

1. Note 1 – Accounting Policies: Section O has been added to reflect the new accounting standards that came into effect April 1, 2022, however, are not affected for the 21/22 statements.



**THE MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
FINANCE DEPARTMENT**

136 Hammond Street, PO Box 280 Shelburne, NS B0T 1W0  
Phone: (902) 875-3544 – Fax: (902) 875-1278  
[www.municipalityofshelburne.ca](http://www.municipalityofshelburne.ca)

---

Larry Pelletier asked a question regarding the property unclaimed balances:  
Do we have to pay interest on that money for 20 years?

Michelle Williams provided him with the answer that no, we do not. Mr. Pelletier asked what the interest rate is that the Municipality of the District charges and Mrs. Williams stated the interest rate is 10% annually.

Councillor Thorburn-Irvine asked a question regarding the pieces of land that the Municipality of the District of Shelburne owns:

With the understanding that there was a project being worked on to understand which land was on the books and what was capitalized to allocate costs accordingly, Ms. Thorburn-Irvine asked for confirmation that this is now sorted out in its entirety.

Ms. Williams provided her with the update that yes, this project is now complete, and the information has been passed on to the Director of Economic Development for a full understanding of the Municipalities land.

Warren MacLeod entered the meeting at 10:52am

Ms. Banks reviewed the Audit report for the year ended March 31, 2022, which outlines how the audit went and stated that the audit is now complete.

Gloria Banks and Kelsey Murphy left the meeting at 11:19am

## **6. Implementation Report – CAO**

The members of the Audit and Internal Control Committee reviewed the topics of the Implementation Report.

Topics to be added to the Implementation Report:

Two items from the Management letter:

1. Internal Audit
2. Segregation

## **7. Year to Date Audit and Internal Control Report to Council – CAO**

The members of the Audit and Internal Control Committee reviewed the Year-to-Date Audit and Internal Control Report, this will be presented at council by a Councillor on the committee.

## **8. Reporting Motions to Council – Larry Pelletier**



**THE MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
FINANCE DEPARTMENT**

136 Hammond Street, PO Box 280 Shelburne, NS B0T 1W0  
Phone: (902) 875-3544 – Fax: (902) 875-1278  
[www.municipalityofshelburne.ca](http://www.municipalityofshelburne.ca)

---

Being duly moved and seconded, The Audit and Internal Control Committee recommends the following three motions:

1. Recommends that the Council of the Municipality of the District of Shelburne adopts the financial statements as presented for the 2021/2022 fiscal year.
2. Recommends that the Council of the Municipality of the District of Shelburne transfer the surplus of \$880,874.86 for the 2021/2022 fiscal year to the Operating Reserve Fund.
3. Recommends that the Council of the Municipality of the District of Shelburne that a letter be sent to the insurance company asking that the complete renewal policy be sent to the Municipality at least 45 days prior to the renewal date.

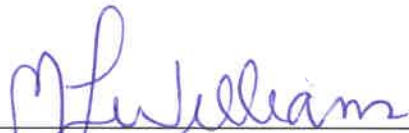
**9. Next Meeting**

The next meeting of the Audit and Internal Control Committee is scheduled to be held on October 18, 2022.

**10. Adjournment**

There being no further business, the meeting adjourned at 12:11 pm.

Michelle Mitchell, Finance Clerk  
Recording Secretary

  
\_\_\_\_\_  
Michelle Williams, Director of Finance

  
\_\_\_\_\_  
Larry Pelletier, Chairperson