



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

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

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

www.municipalityofshelburne.ca

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

Tuesday, February 15, 2022

10:00 am

A meeting of the Audit and Internal Control Committee was held on Tuesday, February 15, 2022, via Microsoft Teams.

Present:

Larry Pelletier, Chairperson (Public Member)

Sandy Hood, Vice Chair (Public Member)

Michelle Williams, Director of Finance

Erin Hartley, Director of Corporate Services

Warren MacLeod, Director of Economic Development

Councillor Ron Coole

Councillor Sherry Thorburn Irvine

Councillor Dale Richardson

Michelle Mitchell, Finance Clerk

Jonathan Cuming, TMC Lawyers

Regrets:

Trudy Payne, CAO

1. Call to Order

The meeting was called to order at 10:00 am by Chairperson, Larry Pelletier.

2. Amendments/Approval of Agenda

Being duly moved and seconded, be it resolved that the Agenda of February 15, 2022, be approved with the following amendment:

1. Item 7 – Council Approved Minutes for December 8, 2021 – January 26, 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 January 18, 2022, be approved as circulated.



**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

4. Business Arising

Trudy Payne, CAO asked Jonathan Cuming to speak on the following question regarding the Audit and Internal Controls Implementation Report:

- If the Audit and Internal Control Committee identifies a risk to the Municipality and makes recommendations and Council does not act on the recommendations or does anything pertaining to the perceived risk, is the committee liable if something happens?
 - Jonathan Cuming informed the committee that no, the committee does not have any liability if Council does not act on recommendations. It is up to Council if they wish to act on recommendations as received.

5. Fire Services Policies Review – Director of Corporate Services

Erin Hartley, Director of Corporate Services reviewed the Municipality's Fire Services Policies

Larry Pelletier asked if the Municipality holds any liability if the fire departments do not meet the required level of training as needed by insurance companies or other government agencies.

Jonathan Cuming informed the committee that speaking in a general sense, the Municipality does have a general obligation to ensure that there are adequate fire protection services within its boundaries.

Jonathan Cuming left the meeting: 10:50am.

6. Wind Turbine Analysis – Director of Economic Development

Warren MacLeod, Director of Economic Development reviewed the Wind Turbine Analysis Report.

Larry Pelletier asked if the Wind Turbine is generating enough revenue within the year to break even.

Warren MacLeod said that there is not enough data right now to answer that question, but based on what he is seeing so far, he is confident that the revenue outcome will be positive.



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

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

7. Financial Update – DOF

Michelle Williams, DOF reviewed the most recent Financial Update as included in the package.

Ron Coole left the meeting: 11:25am.

8. Implementation Report – CAO

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

Topic to be added to the Implementation Report:

1. The Audit and Internal Control Committee has requested to be provided with a March 2022 Tipping Fees Staff Report.

9. Year to Date Audit and Internal Control Report to Council – CAO

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

10. Reporting Motions to Council – Larry Pelletier

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

1. That the A&C committee recommends funding a consultant or a portion of a Municipality of Shelburne staff position to carry out a fire services review.

11. Next Meeting

The next meeting of the Audit and Internal Control Committee is to be determined.

12. Adjournment

There being no further business, the meeting adjourned at 12:03 pm.

Michelle Mitchell, Finance Clerk
Recording Secretary



Municipality of
Shelburne

**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

A handwritten signature in blue ink, appearing to read 'Michelle Williams', is written over a horizontal line.

Michelle Williams, Director of Finance

A handwritten signature in black ink, appearing to read 'Larry Pelletier', is written over a horizontal line.

Larry Pelletier, Chairperson