



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

414 Woodlawn Drive, PO Box 280 Shelburne, NS B0T 1W0
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www.municipalityofshelburne.ca

Municipality of the District of Shelburne

AUDIT COMMITTEE MEETING

MINUTES

Wednesday, January 17, 2024

1:30 pm

A meeting of the Audit Committee was held on Wednesday, January 17, 2024.

Present:

Councilor Ron Coole, Chairperson
Councilor Sherry Thorburn-Irvine
Councilor Dale Richardson
Erin Hartley, Deputy CAO
Mike Wybo, Public Member

Michelle Williams, Director of Finance
Michelle Mitchell, Finance Clerk
Gloria Banks, CPA, CA
Grant Thornton (via teams)

Regrets:

Warren MacLeod, CAO

1. Call to Order

The meeting was called to order at 1:26 pm by Chairperson, Ron Coole

2. Introductions – Erin Hartley, Deputy CAO

Erin Harley, Deputy CAO, introduced the new committee's public member, Mike Wybo to the fellow committee members. Each current committee member then introduced themselves to Mr. Wybo.

3. Amendments/Approval of Agenda

Being duly moved and seconded, be it resolved that the Agenda of January 17, 2024, be approved as circulated.

4. Approval of Minutes

Being duly moved and seconded, be it resolved that the Minutes of July 5, 2023, be approved as circulated.

5. Business Arising

There is no business arising.



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6. Auditors Plan March 31, 2024 – Gloria Banks, Grant Thornton

Gloria Banks, CPA, CA, Grant Thornton LLP, presented the Audit Committee with their Auditor's Plan, for the 2023/24 audit.

Gloria Banks left the meeting at 2:07 pm.

7. Year to Date Audit Committee Report to Council – Michelle Williams, DOF

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

8. Next Meeting

The next meeting of the Audit Committee is to be determined and to include the following item:

1. Auditors – Review of 2023/24 Audit

9. Adjournment

There being no further business, the meeting was adjourned at 2:19 pm.

Michelle Mitchell, Finance Clerk
Recording Secretary

Michelle Williams, Director of Finance

Councilor Ron Coole, Chairperson