



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

414 Woodlawn Drive, PO Box 280 Shelburne, NS B0T 1W0
Phone: (902) 875-3544 – Fax: (902) 875-1278
www.municipalityofshelburne.ca

Municipality of the District of Shelburne
**AUDIT COMMITTEE MEETING
MINUTES**

Tuesday, July 2, 2024
10:00 am

A meeting of the Audit Committee was held on Tuesday, July 2, 2024.

Present:

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

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 9:54 am by Chairperson, Ron Coole

2. Amendments/Approval of Agenda

Being duly moved and seconded, be it resolved that the Agenda of July 2, 2024, be approved as circulated.

3. Approval of Minutes

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

4. Business Arising

There is no business arising.

5. Review of 2023/2024 Audit – Gloria Banks, Grant Thornton

Gloria Banks, CPA, CA, Grant Thornton LLP, presented the Audit Committee with a draft of the Municipality's Financial Statements for the 2023/2024 fiscal, the 2023/2024 Audit Report -



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results from the Audit, and the Management and Internal Control letters. Ms. Banks will also present at the next Council meeting scheduled for July 10, 2024.

Mike Wybo lead a discussion on options to provide more details on items classified as “other” regarding the financial statements.

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

1. Recommends to the Council of the Municipality of the District of Shelburne that in the 2024/2025’s audit, in part B there are notes to go with the “other” items to provide more explanation to the public.

Gloria Banks left the meeting at 12:02 pm.

6. Year to Date Audit Committee Report to Council – Ron Coole, Chairperson

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

7. Reporting Motions to Council – Councilor Ron Coole, Chair

Being duly moved and seconded, The Audit 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 2023/2024 fiscal year.
2. Recommends that the Council of the Municipality of the District of Shelburne transfer the surplus of \$482,466.92 for the 2023/2024 fiscal year to the Operating Reserve Fund.
3. Recommends to the Council of the Municipality of the District of Shelburne that in the 2024/2025’s audit, in part B there are notes to go with the “other” items to provide more explanation to the public.

8. Next Meeting

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

9. Adjournment

There being no further business, the meeting was adjourned at 12:06 pm.



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Michelle Mitchell, Finance Clerk
Recording Secretary

A handwritten signature in blue ink that reads "Michelle Williams". The signature is written in a cursive style and is positioned above a horizontal line.

Michelle Williams, Director of Finance

A handwritten signature in blue ink, partially obscured by a horizontal line. The signature appears to be "J. Smith".

Chairperson