



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

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

Thursday, July 3, 2025

10:00 am

A meeting of the Audit Committee was held on Thursday, July 3, 2025.

**Present:**

Warden Penny Smith, Chairperson

Councilor Dale Richardson

Warren MacLeod, CAO

Michelle Williams, Director of Finance

Michelle Mitchell, Finance Clerk

Gloria Banks, CPA, CA

Doane Grant Thornton (via teams)

Victoria Ells, CPA, CA

Doane Grant Thornton (via teams)

Jasmine Thibodeau,

Doane Grant Thornton (via teams)

Regrets:

Councilor Ron Coole

**1. Call to Order**

The meeting was called to order at 10am by Chairperson, Penny Smith

**2. Amendments/Approval of Agenda**

Being duly moved and seconded, be it resolved that the Agenda of July 3, 2025, be approved as circulated.

**3. Approval of Minutes**

Being duly moved and seconded, be it resolved that the Minutes of January 15, 2025, be approved as circulated.

**4. Business Arising**

There is no business arising.

**5. Review of 2024/2025 Audit – Gloria Banks & Victoria Ells, Grant Thornton**

Gloria Banks, CPA, CA, and Victoria Ells, CPA, CA, Grant Thornton LLP, presented the Audit Committee with a draft of the Municipality's Financial Statements for the 2024/2025 fiscal, the



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2024/2025 Audit Report - results from the Audit, and the Management and Internal Control letters. Ms. Banks will also present at the next Council meeting scheduled for July 9, 2025.

The following questions were asked, and answers and/or discussion were had:

1. It was asked why there was an increase in the HST offset for the 2024/25 fiscal year, with the reasoning being that it was higher due to the construction of the new Municipal building.
2. It was asked if people receive interest on the tax sale surplus, with the answer being no, that the Municipality of the District of Shelburne receives interest on the surplus.
3. It was asked why some of the Councillors remuneration is different, with the reasoning being that there was a change in the Deputy Warden during the year.
4. It was noted that the tax sale surplus has decreased this year because there were five properties that the original owners applied for the vested 20 years and was approved to receive the access of the sales.
5. It was asked if there has been any progress with the group solar contract and it was noted that the CAO indicated feedback from the province was not favourable in terms of granting the contract and that it is at a standstill currently.
6. There was clarification made on the Operating Reserve, that the Operating Reserve contains sub reserves and the Fire Reserve (namely Special Reserve) is separate and contains area rate funds charged to the residents on the tax bill towards the purchase of a fire truck.

Gloria Banks, Victoria Ells, and Jasmine Thibodeau left the meeting at 11:24 am.

**6. FCI 2022/2023 – Michelle Williams, Director of Finance**

Michelle Williams, Director of Finance reviewed the 2022/2023 FCI.

**7. Review of the 2024/2025 Council & Hospitality Expense Reports Including Respected Policies – Michelle Williams, Director of Finance**

Michelle Williams, Director of Finance reviewed the 2024/2025 Council & Hospitality Expense Reports including the respected policies.

**8. Financial Update – July 2025 – Michelle Williams, Director of Finance**

Michelle Williams, Director of Finance, reviewed the July 2025 Financial Update.



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**9. Year to Date Audit Committee Report to Council – Warden Penny Smith, Chairperson**

The members of the Audit Committee reviewed the Year-to-Date Audit Committee Report; this will be presented at council by Warden Penny Smith.

**10. Reporting Motions to Council – Warden Penny Smith, Chair**

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

1. Recommends that the Council of the Municipality of the District of Shelburne adopts the financial statements as presented for the 2024/2025 fiscal year.
2. Recommends that the Council of the Municipality of the District of Shelburne transfer the surplus of \$574,167.32 for the 2024/2025 fiscal year to the Operating Reserve Fund.

**11. Next Meeting**

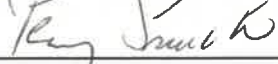
The next meeting of the Audit Committee is to be determined.

**12. Adjournment**

There being no further business, the meeting was adjourned at 11:37 am.

Michelle Mitchell, Finance Clerk  
Recording Secretary

  
Michelle Williams, Director of Finance

  
Chairperson