



**Meeting Minutes**  
**Audit Committee**  
**Monday December 7<sup>th</sup>, 2020**  
**6PM-DRAFT**

**Committee Members Present**

Mayor Harold Locke, Council Member  
Councillor Sheldon Ringer, Council Member  
Councillor Rick Davis, Council Member  
Councillor Elizabeth Acker, Council Member  
Councillor Ben Nickerson, Council Member  
Sherry Doane, CAO, Committee Chair

**Others Present**

Ken Smith, Interim CAO  
Jane Crowell, Manager of Finance  
Robin Smith, Executive Coordinator  
Jennifer Perry, Finance Officer  
Ron Chute CPA CA

**1) Call to Order**

The Chair called the meeting to order at 6:00 PM.

**2) Approval of Agenda**

THAT the Agenda of the Town of Shelburne Audit Committee for December 7<sup>th</sup>, 2020 be approved with the addition of:

- 4- Other Items
- 5-Adjournment moved to item 5

**Locke-Davis**  
**CARRIED**

**3) Committee Items**

- a) Presentation of the Auditors Management Letter from Belliveau Veinotte Inc.  
Ron Chute from Belliveau Veinotte Inc. reviewed the Auditors Management Letter with the Audit Committee.
- b) 6 Month Review-General Operating Budget  
Jane Crowell, Manager of Finance did a 6 month General Operating Budget Review
- c) Capital Budget Review  
Jane Crowell, Manager of Finance did a review of the Capital Budget

**4) Other Items**

The next Audit Committee meeting will be held Wednesday January 13<sup>th</sup> 2021 at 6pm in Meeting Room A at the Community Centre.

**5) Adjournment**

**Acker-Locke**

The meeting was adjourned on motion by Councillor Acker at 6:45 PM.

