



Meeting Minutes
Audit Committee
Wednesday January 13, 2021
6PM

Committee Members Present

Mayor Harold Locke, Committee Chair
Councillor Sheldon Ringer, Council Member
Councillor Rick Davis, Council Member
Councillor Elizabeth Acker, Council Member
Councillor Ben Nickerson, Council Member
Bruce Bennett, Public Member

Others Present

Jane Crowell, Manager of Finance
Sherry Doane, CAO

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 January 13, 2021 be approved.

Davis-Nickerson
CARRIED

3) Approval of Minutes

THAT the Minutes of the Town of Shelburne Audit Committee for October 5, 2020 and December 7, 2020 be approved.

Acker-Ringer
CARRIED

4) Committee Items

- a) Introduction of Bruce Bennett, Public Member
- b) Items presented in the Auditor's Management Letter from Belliveau Veinotte Inc.
Manager of Finance gave an update regarding the items in the Auditor's Management Letter.
- c) Terms of Reference

Discussion was held on the Audit Committee Policy and Terms of Reference for the Audit Committee and the following motion was presented-

THAT Staff prepare a draft policy for consideration of compliance with the guidelines for Municipal Audit Committees outlined in the Financial & Reporting Manual (FRAM) for review by the Audit Committee prior to submission to Council for approval.

Davis-Nickerson
CARRIED

5) Other Items

Discussion was held regarding review of fees and the CAO informed the Committee that Staff was reviewing fees at this time and will send recommendations up through to Council.

6) Adjournment

The meeting was adjourned on motion by Councillor Ringer at 6:55 PM.