



**Meeting Minutes**  
**Audit Committee**  
**Wednesday April 14, 2021**  
**5PM**

**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 5:00 PM.

**2) Approval of Agenda**

*THAT the Agenda of the Town of Shelburne Audit Committee for April 14, 2021 be approved.*

**Acker-Davis**

**CARRIED**

**3) Approval of Minutes**

*THAT the Minutes of the Town of Shelburne Audit Committee for January 13, 2021 be approved.*

**Nickerson-Bennett**

**CARRIED**

**4) Committee Items**

a) Review of 2020/21 expenses of the CAO and Council members discussed.

*THAT the 2020/21 expenses of the CAO and Council members be accepted.*

**Davis-Ringer**

**CARRIED**

b) Review of 2020/21 annual Hospitality expenses discussed.

*THAT the 2020/21 annual Hospitality expenses be accepted.*

**Acker-Nickerson**

**CARRIED**

**5) Old Business**

a) Terms of Reference update was given to Audit Committee informing the Committee that Staff expect to bring a draft Audit Committee Terms of Reference for the July 2021 Audit Committee meeting. Committee member Bruce Bennett offered his assistance.

b) An update was given with regards to the items mentioned in the 2019/20 Auditors' Management Letter.

**6) Adjournment**

The meeting was adjourned on motion by Councillor Davis at 5:33 PM.