



The regular meeting of the Town of Mahone Bay Audit Committee was held on Thursday, July 11th, 2019 at 7:00 p.m. in Council Chambers.

Present:

Mayor D. Devenne
Councillor R. Nowe
Councillor C. O'Neill
Councillor J. Bain
Councillor J. Feeney
S. Veinotte
B. Lewis
CAO D. Heide (Secretary)
Manager of Finance L. Wentzell

Regrets:

Deputy Mayor Nauss
Councillor P. Carver

Gallery:

None

1) Call to Order

The meeting was called to order at 7:00 PM.

2) Agenda – July 11, 2019

Bain – Nowe

THAT the Committee approve the agenda for July 11th, 2019 as presented.

CARRIED

3) Minutes – February 6, 2019

Feeney – Lewis

THAT the Committee approve minutes from February 6nd, 2019 as presented.

CARRIED

4) Business Arising from February 6 Minutes

Committee members discussed business arising from the February 6th Committee minutes, in particular follow-up on the three motions which were passed:

On motion #1 with regard to corporate credit cards:

Bain – Feeney

THAT the Committee recommend to Council that staff be directed to develop a policy governing use of the Town's corporate credit cards to present to the Audit Committee's January meeting.

CARRIED

On motion #2 with regard to detailed invoicing and tracking of capital expenditures, Committee members agreed that staff are now following the correct practice (tracking actual expenditures as closely as possible and using the ratio of these direct costs as a basis for allocating indirect costs where necessary); the Manager of Finance will ensure the auditors are informed in this regard.

On motion #3 regarding property assessment during construction, it was confirmed that PVSC does conduct annual assessments on open building permits, which is reflected in the roll. The possibility of requesting interim assessments from PVSC was discussed and the Manager of Finance will follow up with PVSC in this regard and report back to the Committee.

Committee members all discussed the annual review of the assessment roll, checking against open building permits, and the prospect of the Town launching appeals as necessary.

5) 2019-20 Budget Reporting (Q1 Reports) – Discussion

Manager of Finance Luke Wentzell presented the 1st quarter 2019-20 financial year-to-date statement and addressed questions from the Committee. Staff highlighted new budget reporting feature of Council's regular meeting report providing additional detail on capital budget implementation.

6) 2018/2019 Audit (Audit Service Plan) – Discussion

Committee members discussed and accepted the Audit Service Plan for the 2018-19 audit; staff will follow-up with Deloitte in this regard. Councillor Feeney noted that the final audit timeline will be dependant on external statements from AREA and MJSB as well; it was agreed that Town representatives should advocate for earlier annual audit filing deadlines in intermunicipal agreements where possible. Committee members also discuss the \$4,500 increase in annual audit cost for the preparation of a non-consolidated statement of general operations and all agreed to the necessity of including such in the audit scope. The possibility of tendering for the 2019-20 audit was discussed and the Manager of Finance agreed to request comparative audit cost information from other municipal units.

7) Audit Committee Training

The Manager of Finance passed on an update from Municipal Affairs; hopefully online training will be available in the fall of 2019. Committee members will be updated in this regard.

8) Adjournment

Adjourned on motion by B. Lewis at 7:57 PM.