

## **AUDIT COMMITTEE MEETING AGENDA**

### **TOWN OF LUNENBURG**

Monday, July 14, 2025 at 6 p.m.

Council Chamber, 120 Townsend St.



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#### **1. CALL TO ORDER**

#### **2. LAND ACKNOWLEDGEMENT**

This meeting takes place in the traditional and ancestral territory of the Mi'kmaq people. We are all Treaty people.

#### **3. APPROVAL OF AGENDA**

3.1 July 14, 2025 Audit Committee Agenda

**Recommendation: That the Audit Committee approve the agenda for the July 14, 2025 meeting as presented.**

#### **4. APPROVAL OF MINUTES**

4.1 April 3, 2025 Audit Committee Meeting Minutes

**Recommendation: That the Audit Committee approve the minutes from the April 3, 2025 meeting as presented.**

#### **5. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS**

#### **6. NEW BUSINESS**

6.1 Town Auditors' Overview Presentation: 2024/25 Municipal Audit Process – Belliveau Veinotte Inc.

- Audit approach overview
- Extent, timing and completion of the Audit including level of materiality
- Identification of any potential area of risk by the Committee for the Auditors' consideration
- Internal Controls

#### **7. NEXT MEETING**

The next meeting is scheduled for Wednesday, Sept. 24 at 6 p.m. in Council Chambers.

#### **8. ADJOURNMENT**

**AUDIT COMMITTEE MEETING MINUTES  
TOWN OF LUNENBURG**

April 3, 2025 | 6 pm

Lunenburg Town Hall - Council Chamber



**Present** Mayor Jamie Myra, Deputy Mayor Rachel Bailey, Councillors Renea Babineau, Debbie Dauphinee, Gale Fullerton, Alex Greek and Alison Strachan  
Daniel Steele, resident representative

**Absent** Rachel Martin, resident representative

**Also present** Marvin Macdonald, Interim CAO  
Kathleen Rafuse, Accountant  
Jacob McGuigan, Accountant  
Kaylee Jensen, Administrator

**Call to Order** The Chair called the meeting to order at 6:01 p.m.

**Land Acknowledgment** The Chair recognized Lunenburg’s location on the unceded territory of the Mi’kmaq people.

**Approval of Agenda** Moved and seconded that the Audit Committee approve the agenda for the April 3, 2025 meeting as presented.

**Motion carried unanimously**

**Business Arising from the Minutes/Unfinished Business** The Committee inquired about a potential motion that may have been approved at the December 17, 2024 meeting but was not recorded in the minutes. Staff confirmed they will review the meeting recording and bring the revised minutes forward for consideration at the next meeting.

It was moved and seconded that the minutes from the December 17, 2024 Audit Meeting be reviewed and amended as necessary.

**Motion carried unanimously**

**Presentation of Financial Governance Overview** Staff presented a comprehensive Financial Governance Overview, highlighting the key policies, procedures, and responsibilities that guide the organization's financial operations. The presentation touched on key areas such as governance roles, financial controls, budgeting, and reporting practices. Staff noted the importance of continued

communication around financial governance topics.

Adjournment

There being no further business, the April 3, 2025 Audit Committee meeting adjourned at 6:31 p.m.

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Minutes were read and approved.

DRAFT