

MINUTES



Town of Lunenburg Audit Committee Meeting

Wednesday, June 22, 2022 at 12:00 p.m.
Council Chamber

PRESENT: Councillor Ed Halverson, Chair
Mayor Matt Risser
Deputy Mayor Peter Mosher
Councillor Stephen Ernst
Councillor Susan Sanford
Jamie Green, Citizen Appointment

ALSO PRESENT: Paul Belliveau, FCPA, FCA, Belliveau Veinotte Inc., Town Auditor
Michael Belliveau, CPA, CA, Belliveau Veinotte Inc., Town Auditor
Lisa Dagley, CPA, CGA, Finance Director/Acting CAO
Austin Lee, Belliveau Veinotte Inc., Town Auditor
Heather McCallum, Assistant Municipal Clerk
Kathleen Rafuse, Accountant
Luke Richardson, CPA, Belliveau Veinotte Inc., Town Auditor

ABSENT: Councillor Jenni Birtles
Councillor Melissa Duggan

1. Call to Order – Chair

The Chair called the meeting to order at 12:02 p.m.

2. Acknowledgement of Mi'kma'ki the Ancestral and Unceded Territory of the Mi'kmaq People

The Chair recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.

3. Agenda

Motion: moved and seconded approval of the agenda as presented. Motion carried.

4. Minutes

Draft Motion: moved and seconded to approve the Audit Committee meeting minutes of September 23, 2021 as presented. Motion carried.

5. Public Participation, Presentations and Questions (Nil)

6. **Correspondence and Petitions Consideration (Nil)**
7. **Business Arising from the Minutes/Unfinished Business (Nil)**
8. **Notices of Motion (Nil)**
9. **New Business**

- a. 2021/22 Municipal Audit Process

Mr. Richardson verbally provided an overview of the audit process.

- Audit approach overview
- Extent, timing and completion of the Audit including level of materiality: field work begins August 15, 2022 for 6-8 business days
- Identification of any potential areas of risk by the Committee for the Auditors' consideration
- Internal controls
- Estimated Audit fee: \$20,000.00

- b. Next Meeting Date

The next meeting is scheduled for Wednesday, September 28, 2022 at 12:00 p.m.

10. **Meet in Camera (Nil)**
11. **Resumption of Committee meeting in public session (Nil)**
12. **Adjournment**

The meeting was adjourned at 12:10 p.m. by the Chair.

Heather McCallum
Assistant Municipal Clerk