



WEST HANTS REGIONAL MUNICIPALITY
Audit Committee – Meeting Agenda
October 22, 2020, 6:00 p.m.
Virtual Meeting via ZOOM

1. Call to Order
2. Declaration(s) of Conflict of Interest
3. Announcements
4. Approval of September 9, 2020 Minutes, including additions or deletions
5. Approval of Agenda, including additions or deletions
6. Presentation(s)
 - (a.) Draft Consolidated Financial Statements March 31, 2020 – Town of Windsor
 - (b.) Draft Consolidated Financial Statements March 31, 2020 - Region of Windsor and West Hants Municipality, Coordinating Committee
 - (c.) Draft Consolidated Financial Statements March 31, 2020 – Municipality of the District of West Hants
7. New Business
 - (a.) Recommendation Report – 2019-2020 Audited Financial Statements
 - (b.) Information Report – 2018-2019 Financial Condition Index Report Results
 - (c.) Information Report – Quarterly budget report, Month ending June 30, 2020 (Report to follow)
8. Date of Next Meeting
9. Adjournment



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Present:	Abraham Zebian	Mayor / Committee Chair
	Mark McLean	Councillor, District 3
	Ed Sherman	Councillor, District 7
	Glenn Robinson	Citizen Member
	Jane Davis	Citizen Member
	Carlee Rochon	Director of Finance
	Mark Phillips	Chief Administrative Officer (CAO)
	Carmen Dewar Miller	Administrative Assistant
	Gloria Banks	Grant Thornton
	Jessica Clahane	Grant Thornton
	Andy Forse	Kent & Duffett

1. **Call to Order**

Mayor Zebian called the meeting to order at 6:02pm

2. **Declaration(s) of Conflict of Interest**

No declarations.

3. **Announcements**

No announcements.

4. **Approval of Minutes**

Mayor Zebian asked for a motion to approve the meeting minutes taken on September 9, 2020.

Moved by Councillor Sherman and Councillor McLean that the minutes be approved.

Motion Carried.



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5. **Approval of Agenda, including additions or deletions**

Mayor Zebian asked for a motion to approve the agenda.

MOVED by Councillor McLean and Councillor Sherman that the agenda be approved.

Motion Carried.

6. **Presentation(s)**

- (a.) Draft Consolidated Financial Statements March 31, 2020 – Town of Windsor – presented by Grant Thornton’s representatives, Ms. Clahane and Ms. Banks. Ms. Clahane explained that this would be a high-level review with opportunity for questions. There was a request for clarification on a \$50,000 grant amount, subsequently identified as a sprinkler grant for the Agricultural Society. At the end of the review there was a question as to why there would be a big difference between the budgeted and actual tangible assets number? Ms. Clahane did not have an immediate answer and said that she would have to circle back with a response. Ms. Clahane continued the review with no additional questions from the committee.

Ms. Banks reviewed Grant Thornton’s accompanying Executive Summary. There were no questions but Mayor Zebian did request clarification from Director Rochon regarding the fact that there is no longer any segregation of duty within Financial Services. Director Rochon responded that there was no segregation of duty, and as staff has grown, there is now more segregation. All subject to confirmation during the Region’s first audit next year. A question was raised regarding whether the town was in receipt of any equalization payments. Director Rochon confirmed that there were equalization payments and the Grant Thornton auditors advised that this information could be found under Unconditional Transfers from Other Governments on page 21.

- (b.) Draft Consolidated Financial Statements March 31, 2020 - Region of Windsor and West Hants Municipality, Coordinating Committee –



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presented by Mr. Forse of Kent & Duffett with no questions at the end of the presentation.

- (c.) Draft Consolidated Financial Statements March 31, 2020 – Municipality of the District of West Hants – presented by Mr. Forse of Kent & Duffett. A question was raised as to the continuing practice of two signers for all cheques in this new age of EFT transfers, specifically as it would relate to deed transfers. Director Rochon replied that deed transfer EFTs are done and that they require two signatures before file is sent to the bank. Once an EFT batch is prepared with summary report and backup, signing officers sign off on the front report, then go through detail reports (these are normal checks). Once signed, paperwork is given to the accountant to forward to the bank. There is a two-step verification to prevent cyber security breach. There were no further questions.

7. New Business

- (a.) Recommendation Report – 2019-2020 Audited Financial Statements – Three recommendations were brought forward by Director Rochon for the Audit Committee’s consideration regarding the draft financial statements presented during the meeting.

MOVED by Citizen Member Robinson and Councillor Sherman that the Audit Committee recommend that Council approve the audited Municipality of the District of West Hants Consolidated Financial Statement on March 31, 2020 as presented to the Audit Committee.

Motion Carried.

MOVED by Citizen Member Robinson and Councillor McLean that the Audit Committee recommend that Council approve the audited Town of Windsor Consolidated Financial Statement on March 31, 2020 as presented to the Audit Committee.

Motion Carried.

MOVED by Citizen Member Robinson and Councillor Sherman that the Audit Committee recommend that Council approve the



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**audited Region of Windsor and West Hants Municipality
Consolidated Financial Statement on March 31, 2020 as presented
to the Audit Committee.**

Motion Carried.

- (b.) Information Report – 2018-2019 Financial Condition Index Report Results – Director Rochon reviewed these reports for both the former Municipality of West Hants and former Town of Windsor and explained the purpose of this reporting. There were no questions.

- (c.) Information Report – Quarterly budget report, Month ending June 30, 2020 – As this report was not included in the original meeting package, Director Rochon asked for a motion to receive this report to the agenda once reviewed with the committee. Mayor Zebian requested that this report be emailed to committee members after the meeting. Is this presentation going to Council next Tuesday (October 27)? It will be presented to Council in the form of Audit Committee meeting excerpts and indicated that an abbreviated version would go to Council. Mayor Zebian will also be updating Council as Chair of the Audit Committee. At this point Director Rochon reminded committee members that reappointments will be taking place in November. Both Citizen Members expressed interest in continuing as participants on the committee.

**MOVED by Councillor Sherman and Councillor McLean to receive
the Quarterly Information Report into the agenda
Motion Carried.**

8. Date of Next Meeting

Looking at January 2021.



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9. **Adjournment**

Mayor Zebian called for a motion to adjourn the meeting.

MOVED by Citizen Member Robinson and Councillor Sherman that the meeting be adjourned.

Motion Carried.

Meeting adjourned at 7:48 pm.

X

Abraham Zebian, Chair