



ATTENDING

Chairman John MacKay, Vice Chairperson Heather Hill, Councillor Wendy Donovan, Councillor Dan Sparkman, Director Mike MacLean and Recording Secretary Lorraine Jones

ABSENT WITH REGRET

Mayor Jeff Cantwell

CALL TO ORDER

The meeting was called to order at 9:01 a.m.

The Chair reported that regrets had been received from Mayor Cantwell; however, he may join the meeting later. Both he and the Vice Chairperson had attended the July 22 Council meeting to present the year end audited statements.

1. APPROVAL OF THE AGENDA

IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED. CARRIED.

2. APPROVAL OF MINUTES OF JULY 4, 2014

IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE JULY 4, 2014 MEETING BE APPROVED AS CIRCULATED.

ACTION

The Aliant grant-in-lieu item to go to September 16 Town Council agenda for discussion.

ON QUESTION, THE MOTION CARRIED.

3. INFORMATION REPORT – ACCOUNTS RECEIVABLE UPDATE

These updates will be provided to the committee on a quarterly basis. Director MacLean reviewed the report including the status of the current tax sale process. If taxes are not paid in full plus any costs within 60 days of the Notice of Intent to Sell, a tax sale will be held in the Council Chambers.

The three properties include two on Gaspereau Avenue and one on Willow Avenue. Discussion on those properties took place.

ACTION

1. The Director will check with the Town Solicitor to see if employee time spent on preparing accounts for tax sale could be a component of costs.

In July another batch of properties were to be looked at for this year's 2014/15 tax sale process. There will be five (5) for sure and another four (4) will also be looked at. Tax sale would be in March of 2015.



With respect to the Water Utility receivables the process is not fully working the way it should. Staff is making contact with a collection agency for collection of outstanding accounts and further efforts will be made to ensure process is followed consistently.

4. INFORMATION REPORT – 2014/15 FIRST QUARTER VARIANCE REPORT

The variance report for the first quarter was presented. The report for the second quarter will provide much more information. So far revenues/expenditures are relatively close to budget.

An in depth review was included in the information and variance reports and discussed at length.

Concerns noted

- Increased legal bills; figures will be presented at October Committee meeting. There may be a need for an in camera session to deal with legal and HR issues; a report will come to the next meeting.
- Monitoring of the deed transfer tax will continue
- Savings vs. budgeting; could be timing issues
- Monthly budgeting by department heads needs to be refined and improved
- Patch and paving budgets significantly over in the first quarter; still a lot of patching to be done. May be need to bring a request to Council for additional funds.

The Vice Chairperson suggested that this meeting be adjourned and reconvened at a later date. It was agreed that another meeting be held on September 19 at 9:00 a.m. to deal with items 5 and 6 on the agenda.

VARIANCE REPORT MOTION

IT WAS REGULARLY MOVED AND SECONDED THAT THE VARIANCE REPORT BE RECEIVED AND FORWARDED TO THE SEPTEMBER 16 TOWN COUNCIL MEETING. CARRIED.

5. ADJOURNMENT

IT WAS REGULARLY MOVED AND SECONDED AT 11:10 A.M. THAT THE SEPTEMBER 5, 2014 MEETING BE ADJOURNED AND RECONVENED SEPTEMBER 19, 2014. CARRIED.

SEPTEMBER 5, 2014 MEETING RECONVENED

ATTENDING

Chairman John MacKay, Vice Chairperson Heather Hill, Councillor Wendy Donovan, Councillor Dan Sparkman, Director Mike MacLean and Recording Secretary Lorraine Jones

CALL TO ORDER

The meeting was called to order at 9:00 am.

1. APPROVAL OF AGENDA TO CONTINUE

IT WAS REGULARLY MOVED AND SECONDED THAT THE ADJOURNED AGENDA BE APPROVED. CARRIED.

5. INFORMATION REPORT – REVIEW OF GRANT THORNTON REPORT TO AUDIT COMMITTEE FOR FISCAL 2013-14

The Vice Chairperson noted that the Committee had met with the auditors in July; had an opportunity to ask questions; several items were addressed, one of which was the independent examination of general ledger entries. There were no outstanding issues which the auditors felt they needed to be addressed.

Items discussed in camera were included in the report including follow up on journal entries and segregation of duties. There were some questions about the sub-ledger reconciliations being more important than general journal entries.

DISCUSSION POINTS

- Sub-ledgers of accounts payable and receivable should be reconciled to the general ledger on a monthly basis; a couple sub-ledgers were out by about \$1,000 at the end of the year
- Payable ledger has older data (back 5 or 6 years) linked from PO system that requires analysis and clean up before payable subledger can be completely reconciled.
- Sharing of planning resources with the Town of Windsor on a trial basis; maybe someone from Windsor could come in to work in the finance department. Consensus that this was not a practical solution to the particular finance issues noted by Grant Thornton
- New CAO may be interested in looking at journal entries; not sure that internal control would work
- Facets of the audit were discussed; levels of audit service
- The Audit Committee should be involved in the review of Audit Services RFP, expected later in fall.

6. COMMITTEE EFFECTIVENESS AND GOALS FOR UPCOMING YEAR

Discussion included

- Interested in becoming familiar with the financial indicators and further training
- Terms of reference for committee review
 - Financial policies should be brought forward
 - Committee should decide when policies need to be reviewed
- Need information on the indicators rating system; committee needs to be educated; this could be a joint meeting with Council, Audit Committee and staff. The indicators information could be part of the annual audited statements
- Indicators information is not up to date. The Director now has the template and could work towards providing more current information.

ACTION: Director will endeavour to get more current information on municipal indicators report

- The more comfortable members are with the indicators the better they can communicate to the public
- A meeting would be possible towards the end of November as it would be important to have the new CAO be part of the discussions

ACTION: Possible meeting with Audit Committee and Town Council towards end of November



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- Discussions had taken place with the previous Chief Administrative Officer about adding a third member of the public to the committee to make it more of an outside committee. The new Chief Administrative Officer would like to have input on the committee review.
 - A list of financial policies could be presented at the next meeting. The Committee may make recommendations to Council for their consideration on policy amendments and/or new policies.

ACTION: List of financial policies for next meeting

- Councillors come and go; continuity between Councils is lacking; tasks are started and finished but there is no followup
- Don't have a good system for tracking action items coming from minutes; a running sheet on projects that could be provided to the public would help with communications
- Need better training for Town Council and committee members
- Can't track documents by project; need a new document management system
- Better orientation for new Councillors
- Continuity in the Chief Administrative Officer position has been an issue;
- Audit Committee fulfils its part of its mandate by pointing out issues and making recommendations to Council
- Committee reports no longer appear on Council agenda; this is an issue and should be dealt with through the committee review and Council's procedure bylaw adoption

7. NEXT REGULAR MEETING – OCTOBER 17, 2014

It was agreed to change the next meeting date to October 24 at 9:00 a.m. in Council Chambers.

8. ADJOURNMENT

IT WAS REGULARLY MOVED AND SECONDED THAT THE MEETING BE ADJOURNED AT 10:36 A.M. CARRIED.

RECORDING SECRETARY

APPROVED BY RESOLUTION AT OCTOBER 24, 2014 MEETING.