

ATTENDING

- Chair – Councillor Jodi MacKay
- Councillor Mercedes Brian
- Gordon Joice
- Frank Lussing
- Director Finance Mike MacLean, and

ABSENT WITH REGRETS

- Mayor Jeff Cantwell
- Chief Administrative Officer Erin Beaudin

CALL TO ORDER

Chair, Councillor MacKay, called the Audit Committee meeting to order at 9:02 am

Agenda Item

Discussion and Decisions

1. Approval of Agenda

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED

CARRIED

**2. Approval of Minutes
January 26, 2018**

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE REGULAR MEETING OF JANUARY 26, 2018 BE APPROVED AS CIRCULATED

CARRIED

3. Question Period

- No questions were presented to the Audit Committee

4. New Business

a. Audit Planning

- Representatives from PwC reviewed the audit plan for the 2017/18 fiscal year and responded to questions from committee members
 - Audit field work to commence June 4th
 - On question of risk and is there anything unique to municipal audits, the auditors responded that there are some instances where risk might be assessed higher, from an audit perspective. For example, expense reimbursements for councillors or senior management. No specific issues have been identified for Wolfville, but this is an area of expense that draws attention/public scrutiny, so the audit may look more closely at such expenses.
 - Materiality – this concept was reviewed with the committee, noting that the auditors will bring to the attention of the committee any individual items not adjusted in the financial statements that are more than approximately \$16,000. Overall materiality is higher, and the sum of all unadjusted items must be below materiality for the auditors to provide an unqualified audit opinion.
 - The auditors asked whether any committee members were aware of any possible fraud within the Town’s operation. All members

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indicated they were not aware of any issues of fraud.

- The auditors noted that if they become aware of any fraud thru the course of their audit, this information would be reported to the audit committee.

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF THE AUDIT COMMITTEE MOVE TO AN IN-CAMERA MEETING AT 9:59 AM TO DISCUSS ANY POTENTIAL ISSUES WITH THE UPCOMING AUDIT

CARRIED

IT WAS REGULARLY MOVED AND SECONDED THAT THE IN-CAMERA MEETING OF THE AUDIT COMMITTEE BE ADJOURNED AT 10:03 AM.

CARRIED

Chair, Councillor MacKay, reconvened the meeting at 10:04

b. Information Report

- Mike Maclean, Director of Finance reviewed the Information Report containing an annual update on receivable arrears. The report was divided in 3 sections:
 - Outstanding Tax Account Receivables –
 - noted that the Tax Sale Process started in 2017/18 included 9 properties, and that has dropped to 3 still moving through the process. The others have paid the required taxes. Title searches have been completed on the 3 that continue in the process and a date will be selected to carry out the actual sale process.
 - Of the March 31/18 Tax receivables, 5 have tentatively been identified to be included in the next tax sale process.
 - Water/Sewer Receivables – overall collections have been relatively positive, with approximately \$1,700 having been collected on March 31/17 arrears. Since March 31, 2018, \$2,300 has been collected on inactive accounts. Overall potential bad debt risk has dropped from \$3,900 a year ago to \$3,700 currently.
 - Sundry Receivables – the balance at March 31/18 was just over \$87,000 with \$83,200 collected since April 1st.
 - Overall, no list is being presented at this time for bad debt write-off.

5. Next Regular Meeting

The next regular meeting of the Audit Committee is scheduled for Friday, July 6, 2018 at 8:30am

6. Adjournment

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE MEETING BE ADJOURNED AT 10:34 AM

CARRIED

Approved at the July 6, 2018 Audit Committee Meeting.

As recorded by Jean-Luc Prevost, Town Clerk/AA Corporate Services