



**Village of New Minas**  
Finance & Audit Committee  
September 27, 2022 @ 6:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
**APPROVED MINUTES**

**Members Present:**

- Dave Chaulk, Commission Member & Chair
- Quentin Hill, Commission Member
- Valerie Kneen-Teed, Citizen Member

**Members Absent:**

- Citizen Member Vacancy

**Staff Present:**

- Tim Bouter, Clerk Treasurer/CAO
- Shelly Palmer, Manager of Finance
- Erica Dominey, Minutes

**Others Present:**

- None

**1. Call to Order:**

The Chair called the meeting to order at 6:01pm, welcoming those in attendance.

**2. Approval of the Agenda:**

Motion:

THAT the Agenda for the September 20, 2022 Finance & Audit Committee Meeting be approved as circulated.

**M/ Quentin Hill**

**S/ Valerie Kneen-Teed**

**Motion Carried**

**3. Approval of Minutes:**

- a. July 6, 2022 Finance & Audit Committee Meeting

Valerie Kneen-Teed pointed out that the specific meeting date should be reflected in the Minutes, rather than “the previous Finance and Audit Committee meeting”.

Motion:

THAT the Minutes for the August July 6, 2022 Finance & Audit Committee Meeting be approved as amended.

**M/ Quentin Hill**

**S/ Valerie Kneen-Teed**

**Motion Carried**

**4. Business Arising from Minutes:**

- a. July 6, 2022 Finance & Audit Committee Meeting

There was no business arising from the July 6, 2022 minutes.

**5. Comments from the Chair:**

The Chair did not have any comments at this time.

**6. Presentations:**

There were no presentations.

**7. New Business:**

- a. Variance Reports

Shelly Palmer went over the variance reports in detail with the Committee, noting that we were halfway through the year. A few errors and omissions were reported in the variance reports. The Finance Manager will reconcile these errors and omissions and report back to the Committee. The Committee also expressed the desire for more clarity in how the General Government Revenue is shown in the variance report.

- b. Summary of 2021/22 Audit

Some concerns over the effectiveness of internal control systems not being included during the audit was brought up. The Clerk Treasurer/CAO will contact Lawrence Lake to obtain a more detailed explanation about the first paragraph of the management letter.

- c. Membership Appointment Renewals

The Village Commission has formalised the appointments for the remainder of the term ending on March 31, 2023.

- d. Citizen Appointment Vacancy

No applications received to date.

**8. Next Meeting Date:**

- a. Discuss changing to January 17, 2023

The Clerk Treasurer/CAO discussed changing the next meeting to January 17, 2023. This will avoid conflicts with the busy holiday season, and also allow for the Q3 Variance Report to be presented to the Committee at the next meeting. Changing the meeting time to earlier in the afternoon will also save on staff overtime.

Valarie Kneen-Teed suggested an earlier meeting date to go over the updated variance reports. The Clerk Treasurer/CAO and Finance Manager will find a new date that works for everyone. This motion was deferred to the next meeting.

**9. Public Input:**

None

**10. Adjournment:**

There being no further business, the Chair called for a motion to adjourn at 7:12pm.

Motion:

THAT the meeting be adjourned.

**M/ Dave Chaulk**

**S/ Quentin Hill**

**Motion Carried**