

**Village of Bible Hill  
Finance and Audit Committee Meeting  
December 8, 2020**



The Village of Bible Hill Finance and Audit Committee meeting was held on December 8, 2020 in the Commission Chambers at the Village Office, 67 Pictou Road. Chair Kennedy called the meeting to order at 6:00pm; the meeting adjourned at 6:55pm.

Call to Order: Chair Kennedy  
Deputy Chair Van Kroonenburg  
Commissioner Burke  
Commissioner Pitcher  
Commissioner Shea  
Kenley Mailman, Third-party Committee member

Staff: Clerk and Treasurer Bell  
Recording Secretary Chandler

**Review of agenda and call for new or other business; approval of agenda**

Chair Kennedy called for a review of the agenda, and for any new or other business.

*Moved by Burke and seconded by Van Kroonenburg, that the Committee meeting adjourn no later than 6:55pm. Motion carried.*

*Moved by Pitcher and seconded by Shea, that the Committee adopt the agenda. Motion carried.*

**Call for declaration of conflict of interest**

The Chair called for any declaration of conflict of interest and no conflict was declared.

**Review and approval of the minutes of May 19, 2020**

*Moved by Van Kroonenburg and seconded by Pitcher, that the minutes of May 19, 2020 be approved. Motion carried.*

**Business arising out of the minutes**

There was no business arising out of the minutes.

**Management or internal control letter and management's response**

Clerk and Treasurer Bell provided a summary of management's response to the internal control letter. The Committee discussed.

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Commissioner Pitcher inquired whether obtaining a debit/credit card machine for the Village would be beneficial, as an alternative to cash. The Committee discussed, noting that a debit/credit machine would be convenient but not necessary.

**Role and responsibility of the audit committee**

Clerk and Treasurer provided an overview of the committee role and responsibilities and encouraged Committee members to refer directly to the Committee policy for the official wording. The Committee discussed.

**Review of financial information: budget update**

Clerk and Treasurer Bell provided a budget update as of November 30, 2020, describing the status of the operating and capital fund budgets, as well as bank account balances. The Committee discussed.

**Review of financial information: Annual summary reports: Commissioner and senior staff expenditures**

Clerk and Treasurer Bell presented the annual summary of Commissioner and senior staff expenditures for the 2019-2020 fiscal year. He added that this information is posted to the Village website quarterly and annually, as required. The Committee discussed.

**Review of financial information: Annual summary reports: Hospitality expenditures**

Clerk and Treasurer Bell presented the annual summary of hospitality expenses for the 2019-2020 fiscal year. He added that this information is posted to the Village website quarterly and annually, as required. The Committee discussed.

**Adequacy and effectiveness of internal controls**

Clerk and Treasurer Bell presented information on the adequacy and effectiveness of internal controls. Bell noted risks, the control/risk management factors, and opportunities for improvement. The Committee discussed.

**Risk management**

Clerk and Treasurer Bell presented information on risk management. The Committee discussed.

**Miscellaneous business: Insurance coverage**

Clerk and Treasurer Bell presented the 2020 Municipal Insurance Program for Village of Bible Hill, as prepared by Peter Fraser with Arthur J. Gallagher Canada Limited, noting the coverage, and the annual policy cost.

Committee member Mailman asked whether the Village has considered factors such as ransomware, and whether cyber liability coverage is needed. Clerk and Treasurer Bell noted that as the Village does not host data internally, and uses the trusted and reputable services of Microsoft 365 for email, data storage, etc., in his opinion there is minimal risk as data is thought to be able to be fully restored by date by Microsoft should the need arise. The Committee discussed.

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**Adjournment**

*Moved by Shea, that the December 8, 2020 Finance and Audit Committee meeting of Village of Bible Hill be adjourned. Motion carried.*

The meeting adjourned at 6:55pm.

Chair Kevin Kennedy

Recording Secretary Chandler

Clerk and Treasurer Bell