

A regular meeting of the Middleton Audit Committee was held at the Town Hall on Monday, April 28, 2025, at 10:30am.

PRESENT

Chairing the meeting, Councillor Bernadette Knapp, Councillor Sandra Fournier, Resident, Dao Bui (via Teams), Patricia Leslie, Finance Director Brigitte Stennett; and Recording Secretary, Sara Marceau, Lauren Vail, BDO Canada (via Teams) left at 10:46 am.

Regrets, CAO Ashley Crocker, Sylvester Atkinson, Edele Oakey

CALL TO ORDER

Chair Councillor Knapp called the meeting to order at 10:30am

1. APPROVAL OF AGENDA

250428.01 It was moved and seconded to approve the agenda as circulated. **Motion carried.**

2. APPROVAL OF THE MINUTES

250428.02 It was moved and seconded to approve the minutes of December 6, 2024, as presented. **Motion carried.**

3. NEW BUSINESS

3.1 Election of Chair

Chair Knapp called for nominations and Sandra Fournier was nominated and accepted the nomination.

- Chair Knapp called for nominations a 2nd time and there were no nominations
- Chair Knapp called for nominations a 3rd time and there were no nominations
- Sandra Fournier was acclaimed as Chair of the Audit Committee.

3.2 Election of Vice Chair

Councillor Knapp called for nominations and Patricia Leslie was nominated and accepted the nomination.

- Councillor Knapp called for nominations a 2nd time and there were no nominations
- Councillor Knapp called for nominations a 3rd time and there were no nominations
- Patricia Leslie was acclaimed as Vice Chair of the Audit Committee.

4. Audit Planning Report – BDO Canada

Lauren Vail from BDO Canada gave an overview of Audit Planning Report.

A few key takeaways were:

- Audit Timeline
- Final audit fieldwork, June 16-27, 2025
- Draft report to management for review, July 11, 2025
- Auditor's responsibilities: financial statements
- Auditor's responsibilities: fraud
- Significant and elevated risks and planned responses
- Elevated risks and planned responses
- Materiality
- How financial statements are audited
 - Scoping
 - Identify and assess risk
 - Design audit process
 - Obtain audit evidence
 - Form opinion
 - Communication

Councillor Knapp asked how many more meetings are scheduled before the one in July?

Director of Finance (DOF) Stennett stated that there are no additional meetings until July. Ideally, DOF Stennett would like to bring the item to the July Council meeting.

DOF Stennett proposed a meeting should be scheduled between July 11th and the July 21st Council meeting.

Action: DOF Stennett to request three suitable dates from BDO within July 11th to July 21st window.

5. DATE FOR NEXT MEETING

Next meeting to be determined.

6. ADJOURNMENT

Chair Fournier noted thanks to Management, staff, and auditors.

It was moved to adjourn at 10:54 am.


Councillor Bernadette Knapp, Chair


Sara Marceau, Recording Secretary