

A regular meeting of the Middleton Audit Committee was held at the Town Hall on Thursday, October 9, 2025, at 9:00am.

**PRESENT**

Chairing the meeting, Chair Sandra Fournier, Vice Chair Patricia Leslie, Resident, Sylvester Atkinson, CAO Ashley Crocker, Interim Director of Finance/Contract Accountant, Kevin Matheson and Recording Secretary, Dayle Crook

Regrets: Councillor Bernadette Knapp, Resident, Dao Bui

**CALL TO ORDER**

Chair Sandra Fournier called the meeting to order at 9:00am.

**1. APPROVAL OF AGENDA**

**251009.01** It was moved and seconded to approve the agenda as circulated. **Motion carried.**

**2. APPROVAL OF THE MINUTES**

It was moved and seconded to approve the minutes of August 18, 2025, as presented. **Motion carried.**

**3. Final Update on 2024-25 Audit Costs – Ashley Crocker, CAO**

CAO Ashley Crocker spoke to the final cost of the 2024-25 fiscal audit. Audit costs for fiscal 2024-25 were finalized at \$34,403; \$248 over budget.

**4. Management Update on Internal Controls****4.1 User Access Rights Policy – Kevin Matheson**

Interim Director of Finance, Kevin Matheson explains that staff have been working with the Town's IT consultant, Jeff Hanshaw, to remedy outstanding user access rights issues that were identified in the 2024-25 audit process. A new front desk user login has been created and scheduled to be active in coming weeks. A policy will be brought forward to the audit committee in the coming months.

**5. NEW BUSINESS****5.1 RFD 058-2025 Award of RFQ for Audit Services & Appointment of Auditor – Kevin Matheson**

Interim Director of Finance, Kevin Matheson discussed the outcome of staff scoring for BDO Canada LLP and Doane Grant Thornton.

Of noted, included:

- While Doane Grant Thornton has substantially higher hourly rates, they have a much lower estimate of time needed to complete the audit
- BDO Canada LLP based time budget on the past three years of doing the Town's audits, indicating there were no issues on part of the Town (in prior years) that incurred extra hours
- Future audit cost subject to increase due to software migration (Microsoft Dynamics GP being phased out in 2029; currently researching new ERP options) - additional costs estimated between \$4-\$6k.
- Doane Grant Thornton based their time budget on similar sized municipal audits; adjusting of fieldwork hours (and cost) reflected on scorecard to bridge gap between proposed audit work requirements between firms
- Scoring was 5 points in BDO Canada LLP's favor

**251009.02** It was moved and seconded that the Audit Committee recommend that Council award the RFQ for Audit Services covering a five-year period for fiscal years ending March 31, 2026, through March 31, 2030, to BDO Canada LLP for an estimated amount of \$200,786 plus non-recoverable HST and further appoint BDO Canada LLP as the municipal auditor for the same fiscal periods. **Motion carried.**

**6. DATE FOR NEXT MEETING**

Next meeting is to be determined.

**7. ADJOURNMENT**

It was moved to adjourn at 9:18am.

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Sandra Fournier, Chair

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Dayle Crook, Recording Secretary