

A regular meeting of the Middleton Audit Committee was held at the Town Hall on Monday, May 27th, 2024, at 6:00 p.m.

PRESENT

Chairing the meeting, Councillor Michael Fair, Mayor Sylvester Atkinson, Deputy Mayor Gail Smith, Councillor Bernadette Knapp, Councillor Chad LeBlanc, Resident Sandra Fournier, Karen Kluska, CAO Ashley Crocker; and Recording Secretary, Dayle Crook, Josephine Wieczorek, BDO Canada (via Zoom)

Regrets, Erica McCurdy, BDO Canada

Chair Councillor Fair called the meeting to order at 6:05pm

1. APPROVAL OF AGENDA

240527.01 It was moved and seconded to approve the agenda as circulated. **Motion carried.**

2. APPROVAL OF THE MINUTES

240527.02 It was moved and seconded to approve the minutes of October 5th, 2023, as presented. **Motion carried.**

Chair Councillor Fair introduced new members: Sandra Fournier, Chris Bradley

3. NEW BUSINESS

3.1 Code of ethics and Committees of Council Policies

Chair Councillor Fair and CAO Ashley Crocker had previously discussed the Town's need for consistency of approach for Committees of Council.

CAO Ashley Crocker noted that five committees of Council policies were reviewed along with a parent Committees of Council policy. General information applicable to all committees was pulled from the five and moved to the Committee of Council Policy. Individual committee policies contain information that is specific to that committee only.

Discussion held regarding election of Chair and Vice Chair and term/length of membership in committee. As there were no guidelines in place an outline of duties concerning the elected positions was created for clarification. Addition of Code of Ethics and creation of excel file outlining members on committee and length of term within committee to be maintained moving forward.

Election of Chair and Vice Chair

Chair Councillor Fair noted that he will not be re-offering as Chair. He plans to move within the next few months and will no longer reside in Middleton, therefore will step down as Chair.

Nominations for the position of Chair were called. Gail Smith was nominated as Chair and accepted.

240527.03 It was moved and seconded to elect Gail Smith as Committee Chair. **Motion carried.**

Nominations for the position of Vice Chair were called. Chris Bradley was nominated and accepted.

240527.04 It was moved and seconded to elect Chris Bradley as Vice Chair. **Motion carried.**

4. PRESENTATION: BDO AUDIT PLANNING REPORT

a. Audit Planning Report

Josephine Wieczorek of BDO gave an overview of the audit planning report, noting the plan timeline and expectations of the audit process for 2023-24.

Of noted included:

- Audit planning timeline
- Management letter – a letter noting deficiencies in controls and relevant risks to the Town of Middleton if present
- Auditor's responsibilities
- Significant risks and planned responses

Chair Councillor Fairn inquired whether management override of controls is a specific concern from an audit perspective for the Town of Middleton, or something that is considered in every audit. Josephine confirmed that management override of controls is listed as a risk for every audit. In particular, fraud has become an increasing issue, province wide, due to the increased cost of living.

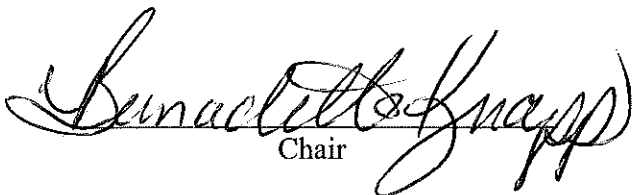
Josephine left the meeting at 6:27pm.

5. DATE FOR NEXT MEETING

Next meeting will take place after completion of the year-end financial statements.

6. ADJOURNMENT

It was moved to adjourn at 6:34pm.


Chair


Recording Secretary