



**ATTENDING**

- Chair, Councillor Ian Palmetter
- Mayor Jodi MacKay
- Councillor Mike Butler
- Frank Lussing
- Corey Cadeau
- CAO Glenn Horne
- Director of Corporate Services, Diana Gibson
- Finance Manager, Pam Northup
- Recorder, Laura Morrison

**CALL TO ORDER**

Chair, Councillor Ian Palmetter, called the Audit Committee meeting to order at 9:00am

Agenda Item	Discussion and Decisions
1. Approval of Agenda	THE AGENDA WAS APPROVED AS CIRCULATED
2. Approval of Minutes	THE MINUTES OF THE AUDIT COMMITTEE MEETING OF DECEMBER 18, 2025, WERE APPROVED AS CIRCULATED.
3. Declarations of Conflicts of Interest	<ul style="list-style-type: none"> <li>• None declared</li> </ul>
4. Public Input	<ul style="list-style-type: none"> <li>• No public input</li> </ul>
5. Chairperson’s Comments	<ul style="list-style-type: none"> <li>• None</li> </ul>
6. New Business: a. RFD003-2026 Appointment of Town Auditor	<ul style="list-style-type: none"> <li>• RFP required to select Auditors for the next five years.</li> <li>• Increase in service requirements included for the creation and supply of unaudited non-consolidated statements and completion of year end financial return.</li> </ul>



Agenda Item	Discussion and Decisions
	<ul style="list-style-type: none"> <li>• Previous use of this service from Auditors due to the challenges in staff resources in Finance over the past couple of years incurred an hourly cost above and beyond the contract.</li> <li>• Doane Grant Thornton in Kentville, MNP in Sydney and BDO in Halifax all provided thorough submissions.</li> <li>• Pricing and location were the major differences.</li> <li>• All evaluations rated Doane Grant Thornton at the highest rating; therefore, staff are recommending proceeding with Doane Grant Thornton for a 5-year contract.</li> <li>• The Director of Corporate Services and Manager of Finance reviewed and scored the submissions.</li> <li>• Typically, auditors spend about one week on site during the audit process resulting in efficiencies with direct access to staff. Last year there was one member of their team here once a week for several weeks to assist due to the staffing shortages.</li> <li>• Importance is put on local business.</li> <li>• Travel expenses for MNP and BDO as they are outside of Kings, was not broken out in the submissions. MNP made a request not to come on site and requested to do everything virtually.</li> <li>• All submissions offered extra support in other areas if required but didn't submit specific pricing. It would be based on whatever level the staff member they supplied was at.</li> </ul> <p><b>MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE AUDIT ADVISORY COMMITTEE RECOMMEND COUNCIL APPOINT DOANE GRANT THORNTON AS THE TOWN'S AUDITOR FOR THE FISCAL YEAR ENDING MARCH 31, 2026, AND FOR EACH OF THE FOUR FISCAL YEARS TO FOLLOW, ENDING MARCH 31, 2030, TO INCLUDE THE COMPLETION OF THE FINANCIAL INFORMATION RETURN REQUIRED BY THE PROVINCE.</b></p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>
<b>7. Roundtable</b>	<ul style="list-style-type: none"> <li>• No comments</li> </ul>
<b>8. Next Meeting Date</b>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>



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Agenda Item	Discussion and Decisions
<b>9. Adjournment of Meeting</b>	<ul style="list-style-type: none"><li>• Meeting Adjourned at 9:13am</li></ul>

As recorded by Laura Morrison, Town Clerk & Recording Secretary  
Approved at the February 20, 2026 Audit Committee Meeting