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Via Email : szwiers@kingsville.ca

October 11, 2017

Ms. Sandra Zwiers, MAcc, CPA, CA  
Director of Financial Services  
The Corporation of the Town of Kingsville

Dear Sandra:

As requested, we are providing you with a fee quotation for the audit of the financial statements of the municipality for the years 2017 through 2021. There are similar notes to make with respect to our fee quotation for the past five years of audit services as provided in the initial fee proposal in the fall of 2012. Specifically, we would like to note that the fees noted exclude HST, the fees include assistance with the preparation of financial statements similar to the assistance provided over the past five years, and attending all meetings regarding the annual audit. This fee quotation also assumes that we will essentially carry forward with the same engagement terms that we have for the past five years. As we have noted in the past, we will discuss with you if there are unusual circumstances which would cause us to charge additional fees for work related to the audit and/or if you wish to engage us for other services.

Year	Proposed Fee For Main Audit	Audit of Trust Funds	Admin Fee at 6%	Total Before HST
2017	\$ 21,650	\$ 2,100	\$ 1,425	\$ 25,175
2018	22,500	2,100	1,476	26,076
2019	22,500	2,200	1,482	26,182
2020	23,500	2,200	1,542	27,242
2021	24,000	2,300	1,578	27,878

The above fees include our interim work which is typically scheduled between October and January. The staff scheduled to be assigned to the audit would include Zara Dharmasena, CPA, CA, Senior Accountant and Erica Persichilli, CPA, CA, Senior Manager, as well as supporting staff similar to the staff assigned over the past few years.

Please advise if you have any questions or concerns with the above schedule or any of the notes indicated above. Please also provide us with a copy of the resolution affirming the extension of our audit services for the next five years when it becomes available.

We thank you for choosing BDO Canada LLP as your auditors and we look forward to a long-lasting relationship with the Township. If you have any questions with respect to this, please do not hesitate to contact the writer.

Yours very truly,

Mike Cowan, CPA, CA  
for BDO Canada LLP  
Chartered Professional Accountants, Licensed Public Accountants

MC:tm

/cowan/corporate/Town of Kingsville/Correspondence/Town of Kingsville let re fee quote 2017 to 2021