



November 18, 2024

Mr. Bryan Boles, CPA, CA, MBA
Director of Corporate Services
City of Port Colborne
 66 Charlotte Street
 Port Colborne, ON
 L2V 3C8

Doane Grant Thornton LLP
 Suite B
 222 Catharine Street, PO Box 336
 Port Colborne, ON
 L3K 5W1
 T +1 905 834 3651
 F +1 905 834 5095

Dear Mr. Boles:

We would like to thank the City of Port Colborne (City) for the opportunity to provide quoted fees as your external auditors. Doane Grant Thornton LLP values the relationship we have with the City and look forward to continuing as your auditor.

The public accounting profession has experienced an unprecedented increase in staff costs due to the significant increase in the cost of living and the current job market environment. In Niagara financial services salaries have escalated to near Toronto levels. As a result, the firm has implemented minimum fees for all audits. The following are our fee quotes for the 2024 and 2025 fiscal years for the audits of the City, its Trusts, Library, Niagara's South Coast Tourism Association and Business Improvement Areas. These fees include a significant discount from our regular hourly rates of approximately 30%.

Report	2024 Fees	2025 Fees
Audit of the City of Port Colborne consolidated financial statements	\$ 55,000	\$ 56,650
Preparation of the consolidated financial statements	4,500	4,625
Audit of the City of Port Colborne Trust Funds financial statements	3,500	3,600
Preparation of the Trust Funds financial statements	800	825
Audit of the Port Colborne Public Library Board financial statements	8,500	8,750
Preparation of the Library financial statements	1,300	1,350
Audit of the Niagara's South Coast Tourism Association financial statements	5,400	5,575
Preparation of the NSCTA financial statements	600	625
Audit and preparation of the Port Colborne Downtown Development Board financial statements	4,900	5,050
Audit and preparation of the Port Colborne Main Street BIA financial statements	3,800	3,900
Total annual fees	\$ 88,300	\$ 90,950

**All fees are excluding disbursements and HST*

These fees do not include audit procedures required for the conversion to the new accounting system. System conversion work will be billed at our standard hourly rates.

The above fees are based upon the assumption that there will be no material change in the scope of our assignment or in the nature of transactions entered into by the City, Library, Tourism Association and BIAs and upon receiving agreed upon assistance from staff. Our fee is also based on the understanding that the responsibilities of the external auditors will be limited to the audit and the preparation of the financial statements. The audit work will not generally include accounting, preparation of supporting working papers or schedules, or any other non-audit task.

In choosing Doane Grant Thornton LLP, you are partnering with a firm that considers the City of Port Colborne a very important client. We have the experience, commitment, and record of performance to deliver value added audit services, and look forward to another three years as your auditor and preferred advisor.

If you have any questions, please contact us.

Yours sincerely,

Doane Grant Thornton LLP

A handwritten signature in black ink, appearing to read "James Brennan". The signature is written in a cursive style with a large initial "J" and "B".

James D. Brennan, CPA, CA
Principal