



FINANCIAL & ADMINISTRATIVE SERVICES COMMITTEE AGENDA

October 15, 2024

9:20 AM

Council Chambers, City Hall

ATTENDEES

W. Pilat, M. O'Connor, G. Berg, J. Clayton

All City of Grande Prairie public meetings of Council are accessible to the public as a live stream broadcast through our website at: [Meeting Webcast / City of Grande Prairie \(cityofgp.com\)](https://www.cityofgp.com/MeetingWebcast)

Anyone wishing to attend to speak as a delegate must contact Legislative Services at AgendaAdmin@cityofgp.com to submit their presentations in advance. Delegation requests must be submitted by 12:00 p.m. on October 11.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. DELEGATIONS
4. IN CAMERA
 - 4.1 FOIP Act Section 19 - Confidential Evaluations
5. REPORTS
 - 5.1 Service Area Update
 - 5.2 Appointment of External Auditor
6. CORRESPONDENCE
7. OTHER BUSINESS
8. BYLAW & POLICY REVIEW
9. OUTSTANDING ITEMS LIST
10. ADJOURN

Danielle Whiteway

Danielle Whiteway



ADMINISTRATIVE REPORT

TO: Shane Bourke, City Manager	DATE: October 15, 2024
FROM: Danielle Whiteway, CFO	MEETING: Financial & Administrative Services Committee
REPORT WRITER: Chelsea Nestibo, Director, Financial Management	
SUBJECT: Appointment of External Auditor	

RECOMMENDATIONS

That the Financial & Administrative Services Committee recommend Council appoint MNP LLP as the auditor for the City of Grande Prairie for a term of 5 years, with the option of two one-year extensions.

PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

There are no previous council or committee directions.

BACKGROUND

In accordance with the Municipal Government Act, section 280(1):

“Each council must appoint one or more auditors for the municipality.”

The City’s contract for Financial Audit Services expired with the wrap up of the 2023 year end. Administration prepared and issued a Request for proposals (RFP) for Financial Audit Services and evaluated four eligible submissions in response to the RFP.

ANALYSIS

The request for proposal for Financial Audit Services (RFP-2024-79) was issued on August 1, 2024, with an electronic bid submission deadline of 2:00PM MST, August 29, 2024.

In accordance with City procurement processes, the evaluation was facilitated by a member of the procurement team who guided the evaluation committee throughout the process. The evaluation committee consisted of three members.

Eligible submissions were evaluated on various criteria as indicated in the RFP document using a weighted evaluation scoring method on a scale of 0 through 5. Submissions were marked individually by the evaluators prior to an evaluation consensus meeting. The results of the technical evaluations were combined with price scoring to determine the overall score for each proponent. MNP LLP received the highest overall evaluation score.

Relationship to City Council's Areas of Focus / Strategic Priorities

Innovative Efficiencies & Economic Readiness: supports fiscal performance by ensuring financial accountability and transparency.

Engaging Relationships: appointment of external auditor fosters positive relationships with external stakeholders and improves confidence in the City's financial reporting.

Environmental Impact

No relevant environmental impacts identified.

Economic Impact

No relevant economic impacts identified.

Social Impact

No relevant social impacts identified.

Relevant Statutes / Master Plans / City Documents

Municipal Government Act

Policy 310

Risk

No significant risks identified.

STAKEHOLDER ENGAGEMENT

No further stakeholder engagement was undertaken.

BUDGET / FINANCIAL IMPLICATIONS
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Fees for audit services are included in the financial management operating budget.

SUMMARY / CONCLUSION

Committee recommend Council appoint MNP LLP as the auditor for the City of Grande Prairie for a term of 5 years, with the option of two one-year extensions.

ATTACHMENTS

No attachments.

FINANCIAL & ADMINISTRATIVE SERVICES COMMITTEE - OUTSTANDING ITEMS LIST - OCTOBER 15, 2024

ID	Title	Requested on	People Responsible	Item Notes	Expected Report Date
1337	Integrated Snow Removal	10/1/2024	Kent Bowman	Committee direct Administration to bring a report back regarding an integrated delivery of snow removal using GIS information.	Q4 2024
1319	Recreation Facility User Fee Jurisdictional Scan	4/30/2024	Danielle Whiteway	Committee direct Administration to bring back a report identifying a jurisdictional scan regarding the user fees of recreation facilities, and bring this back in conjunction with budget deliberations.	Q4 2024
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