

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

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.