

COUNCIL REPORT

To: Mayor and Council

From: Finance

Date: December 2, 2024

Subject: External Audit Services (2024-2026)

RECOMMENDATION:

THAT Council awards the 2024-2026 External Audit Services to KPMG in the amount of \$51,020 + GST;

AND THAT subject to satisfactory performance of the services, the term may be extended, if mutually agreed, for an additional two (2) year period.

BACKGROUND:

The District of Mackenzie (District) is required to invite proposals from accountants for the provision of audit services at least every five years as per Policy 3.1 – Purchasing Procurement Procedures & Guidelines. The current five-year external audit services agreement ended as of fiscal year 2023.

In alignment with Policy 3.1 – Purchasing Procurement Procedures & Guidelines, the District posted a Request for Proposal (RFP) to seek qualified and experienced audit firms to provide audit services for the District. The RFP was posted on the District’s website from November 5, 2024 through November 28, 2024. One bid was received from KPMG.

In 2021 the Mackenzie Public Library (Library) was consolidated into the District’s financial statements as Public Sector Accounting Standards require that the consolidated financial statements include controlled entities, even though the Library is not material to the District’s operations. Finance staff do the majority of the Library’s administration workload as well as prepare the Library’s year end reconciliation and paperwork for the auditors. Within the RFP, there was a request to bid on the Library audit services. The table below shows the increase of audit services fee from 2023 to 2024:

	2024	2023	Difference
District of Mackenzie	\$42,000	\$34,940	\$7,060
Mackenzie Public Library	\$9,020	\$8,800	\$220



KPMG was the District's external audit services provider from 2019-2023 and staff have been happy with the service and professionalism they have delivered.

BUDGETARY IMPACT:

Funding to support the recommendation will be allocated from the 2025 Operating Budget.

COUNCIL PRIORITIES:

Strong Governance and Finances

- As the municipality's elected governing body, we serve all residents and businesses in the community. We engage residents and stakeholders on important issues and make our decisions through open and transparent processes. We are careful in our use of resources, mindful of the need to maintain programs and services, while also meeting the community's infrastructure needs.

RESPECTFULLY SUBMITTED:

Kerri Borne, Chief Financial Officer

Reviewed By: Corporate Services

Approved By: Chief Administrative Officer