



Council Report

For the Meeting of December 10, 2015

To: Council **Date:** December 2, 2015
From: Susanne Thompson, Director of Finance
Subject: Appointment of Auditor

RECOMMENDATION

That Council appoint BDO Canada LLP as the City's auditor for the financial reporting years 2015-2019

EXECUTIVE SUMMARY

Section 169 of the Community Charter requires that Council appoint an auditor for the municipality.

The City's previous five-year audit contract expired after the completion of the 2014 financial statement audit earlier this year. Therefore, the City, together with the municipalities of Oak Bay, Central Saanich, North Saanich, and Saanich, partook in a joint request for proposal (RFP) process led by the District of Saanich. The scope of required services outlined in the RFP included:


- The Auditor will be required to fulfill the duties and responsibilities prescribed in Section 169 of the Community Charter and shall perform in compliance with generally accepted audit standards. The audit is expected to be done in a timely manner and the Auditor shall provide relevant reports and requirements in accordance with a schedule satisfactory to the Finance Departments of the Municipality. The audit should be completed no later than March 31st of each year to allow the Municipality to file the financial statements with the Ministry of Community, Sport and Cultural Development by the 15th of May
- The audit process includes evaluating the overall financial statement presentation as drafted by municipal staff, as well as reviewing and signing certain pages of the Provincial Financial Reporting forms, prepared by municipal staff.
- The Auditor shall issue a written opinion on the fair presentation of the consolidated financial statements or financial statements in conformity with generally accepted accounting principles, suitable for printing within the financial statements.
- The Auditor shall also produce a management letter providing observations and recommendations relative to the Municipality's internal accounting controls, systems and procedures. This report will be reviewed and commented on by management.
- The Auditor may be requested to issue a separate written opinion on the supplementary information accompanying the consolidated financial statements or financial statements, suitable for printing within the financial statements.

Four responses were received: KPMG LLP, PricewaterhouseCoopers LLP, MNP LLP and BDO Canada LLP. Following the evaluation of the responses based on the criteria outlined in the RFP, the successful bidder providing best value to the City is BDO Canada LLP.

Respectfully submitted,


Susanne Thompson
Director of Finance

Report accepted and recommended by the City Manager:



Date:

December 4, 2015