



TOWN OF
HALTON HILLS
Working Together Working for You!

REPORT

TO: Mayor Lawlor and Members of Council

FROM: Joseph Vandermeer, Deputy Treasurer and Senior Manager of Accounting & Taxation

DATE: September 18, 2023

REPORT NO.: CS-2023-028

SUBJECT: Award of Proposal 2023-022-P for External Auditing Services

RECOMMENDATION:

THAT Report No. CS-2023-028 dated September 18, 2023, regarding the Award of Proposal 2023-022-P for external auditing services be received;

AND FURTHER THAT Council approves the external auditing service contract award to KPMG LLP, 21 King Street West, Suite 700 Commerce Place, Hamilton, ON, L8P 4W7 for a two (2) year term in the amount of \$168,805 for the fiscal 2023 and 2024 audits with the option to renew for an additional three (3), one (1) year terms for the fiscal 2025 to 2027 audits subject to satisfactory performance and price negotiations;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order to KPMG LLP, 21 King Street West, Suite 700 Commerce Place, Hamilton, ON, L8P 4W7 in the amount of \$168,805 for the first two (2) year term and subsequent renewals, if exercised.

KEY POINTS:

The following are key points for consideration with respect to this report:

- The Purchasing Policy (PLCY-2023-0003) requires awards for Request for Proposal over two hundred and fifty thousand dollars (\$250,000) be authorized by Council.
- Four (4) firms downloaded the tender documents, two (2) firms submitted bids and KPMG LLP was the highest-ranking proponent, and the Town's current incumbent provider of external audit services.

BACKGROUND AND DISCUSSION:

The Municipal Act, under section 296, requires a municipality to appoint an auditor licensed under the Public Accounting Act for a term not to exceed five (5) years. The auditor is responsible for the annual audit of the accounts and transactions of the municipality and its local boards and the expression of an opinion on the financial statements of these bodies based on the audit.

The Town's current contract with the incumbent auditors, KPMG LLP, has expired following the completion of the 2022 fiscal audit.

A Request for Proposal (RFP) for External Auditors was issued on August 8, 2023. The bid was posted on the Town's www.bidsandtenderbids.ca website. The contract term is for two (2) years with three (3), one (1) year options to renew.

Four (4) firms downloaded the document. The RFP closed on September 6, 2023 and two (2) submissions were received as follows:

Vendor	Location
KPMG LLP	Toronto, ON
MNP LLP	Toronto, ON

Bids were evaluated by a staff team based on experience, approach, methodology, value-add, work schedule and fees. KPMG LLP was determined to be the highest ranking proponent.

STRATEGIC PLAN ALIGNMENT:

This report aligns to the Town's Strategic plan recognizing the value to provide responsive, effective municipal government and strong leadership in the effective and efficient delivery of municipal services.

RELATIONSHIP TO CLIMATE CHANGE:

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

PUBLIC ENGAGEMENT:

There is no public engagement impact.

INTERNAL CONSULTATION:

There was no internal consultation required for this report.

FINANCIAL IMPLICATIONS:

The bid as submitted by KPMG LLP is being recommended as it meets or exceeds the specifications in all regards and is within the current operating budget, and therefore will not result in a budget increase.

Reviewed and approved by,

Moya Jane Leighton, Director of Finance & Town Treasurer

Murray Colquhoun, Director of Information Technology Services and Acting
Commissioner of Corporate Services

Chris Mills, Chief Administrative Officer