

Audit Committee

Agenda

Tuesday, January 18th, 2022

Immediately Following In Camera Session

**VIA
VIDEO CONFERENCING**

Committee Members: Deputy Mayor Earlene MacMullin, Chair
Councillor Cyril MacDonald
Councillor Glenn Paruch
Councillor Steve Parsons, Vice-Chair
Councillor Lorne Green
Mark Galley, Citizen Appointee
Rakesh Kochhar, Citizen Appointee

CBRM Audit Committee

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Video/Teleconferencing**

Roll Call

1. **Approval of Agenda: (Motion Required)**
2. **Appointment of External Auditors – 2022-2026:** Jennifer Campbell, Chief Financial Officer (See page 3)

Adjournment



MEMO

Date: January 10, 2022

To: Mayor and Council

From: Jennifer Campbell, CPA, CA Chief Financial Officer

Re: Appointment of external auditors – 2022-2026

The Finance department solicited competitive public bids for the provision of external auditing services for the Cape Breton Regional Municipality Water Utility, Port of Sydney Development Corporation, and the Cape Breton Regional Municipality. The competitive bidding closed on January 6, 2022 and received 2 eligible bids.

The bids were evaluated by Adam MacNeil, Manager of Finance, and myself based on the following criteria. This evaluation criteria formed part of the RFP document such that proponents knew up front how their proposals would be scored.

Evaluation Criteria	Max. Score
Qualifications, experience, and references of the audit team	20
Experience with similar projects	20
Comprehension of project objectives, methodology, and approach	20
Cost	20
Work plan and schedule	15
Communication and quality of proposal	5
Total	100

Based on the evaluation criteria above, the independent evaluations on the proposals conducted by both Adam and myself each ranked MNP as the highest scoring proponent, therefore we are recommending that the Audit Services RFP for 2022-2026 be awarded to MNP.

Section 5.2.1 of CBRM's Audit Committee policy, the Audit committee is responsible for reviewing the qualifications, independence, quality of service, performance and fees of the External Auditors annually and **recommend the appointment of an auditor to Council.**

Staff therefore request that the Audit Committee pass a motion recommending the appointment of MNP as our External Audit Services provider for a 5-year term commencing 2021/22, renewable on an annual basis by the audit committee for years ending 2022/23, 2023/24, 2024/25, and 2025/26.

Sincerely,

Jennifer Campbell, CPA, CA Chief Financial Officer

