



CITY COUNCIL REPORT

Title Request for Quotations for Audit Services

Meeting Date October 17, 2023

Submitted By Darrell Mathews, Chief Financial Officer and Treasurer

Presented By

Summary

To inform Audit SPC about the results of the Request for Quotations COL-23-151 - Audit Services and provide a recommendation for Council to appoint the auditor for the City of Lethbridge.

Recommendation(s)

That Council appoint KPMG LLP as the City's auditors for a four-year period, 2023-2026, for a total fee of \$319,410 less GST, for a net fee of \$304,200, with the option for a four-year extension to the agreement on the same terms and conditions for an additional four-year term.

Financial

Funding for audit services is included in the approved 2023-2026 Operating Budget.

Background and Prior Decisions

A Request for Quotations COL-23-151 to audit the City's financial statements for a four-year period, 2023 – 2026, with the option for a four-year extension was issued June 12, 2023. It included the following services:

- City of Lethbridge primary audit
- Financial Information Return (Dec 31 year-end)
- Family and Community Support Services (Dec 31 year-end)
- City of Lethbridge STD/LTD (Dec 31 year-end)
- Local Authorities Pension Plan (Triennial Audit)
- Special Forces Pension Plan (Triennial Audit)
- Reaching Home (Mar 31 year-end)
- City of Lethbridge Public Library (Dec 31 year-end)

- Grant reporting
- Airport Passenger Facility Fees
- Other audits may be required as requested by the Province and for other special purposes

Tender was released June 12, 2023, with a closing date for submission July 13, 2023. Packages were released to 5 vendors.

The City Received Proposals from one firm:

- KPMG LLP

Administration still reviewed the proposal in detail based on the following:

- Experience and Qualifications of the Firm
- Experience and Qualifications of Audit Team
- Project Understanding and Methodology
- Development, Technical Support, and Other Considerations
- Pricing

Engagement

N/A

Recommendation and Option(s) Analysis

An open, fair, and transparent process was conducted, and per the procurement process, Administration is recommending that external audit services be awarded to KPMG LLP.

Approvals	
A/Department	Jennifer Jerred
Director:	
A/City Manager:	Darrell Mathews