

**Meeting Date:** November 18, 2024  
**Department:** Finance-Treasury  
**Report No.:** FIN-2024-32  
**Submitted by:** William (Bill) Dakin - Director of IT & Finance/Treasurer  
**Approved by:** Trisha McKibbin – Chief Administrative Officer  
**SUBJECT:** **External Auditing Services RFP Results – Appointment for 2024**

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**RECOMMENDATION: THAT: Report FIN 2024-32 “External Auditing Services RFP Results – Appointment for 2024” be received for information, and further; THAT: Scrimgeour & Company be appointed as the Municipality’s Auditor for the 2024 to 2028 Year Ends.**

**BACKGROUND:**

Pursuant to the *Municipal Act 2001*, as amended, Section 296 (3), the Municipality shall appoint auditors for a term not exceeding five years. These auditors shall be a person licensed under the *Public Accountancy Act*.

At the December 4<sup>th</sup> 2023 meeting, the following motion was passed:

*Moved By: Frank Kennes*

*Seconded by: Donna Pammer*

***THAT: the accounting firm of BDO Canada LLP Sarnia office be appointed as the Municipality’s external auditor for the December 31, 2023 year-end, and further;***

***THAT: Staff be directed to prepare a Request for Proposal (RFP) for Qualified Auditing Services for the years ending 2024 -2027; Result: Carried***

**COMMENTS:**

Staff prepared an RFP in accordance with the requirements of the *Municipal Act 2001* as noted above. The Tri-Township Arena, Strathroy-Caradoc Housing Corporation, and all Trust Funds were included within this RFP.

The RFP was posted on Bids and Tenders on September 6, 2024 and had a closing date of October 9, 2024. There were seven (7) firms that took the tender and of them, five (5) submitted bids as per the table below. Each firm submitted their proposal package along with the respective fee they would charge for the next five (5) years (2024-2028) to complete all audits (Municipal, trust funds, Tri-

Township, and Strathroy-Caradoc Housing Corp.). The table shows the initial year 2024 fee and all added an approximate inflation cost of 3-5% per year. Staff would like to thank all the firms that took the time to submit bids for this RFP.

The Director of IT/Finance-Treasurer and the Manager of Accounting/Deputy Treasurer reviewed the submissions and recommend Scrimgeour & Company, who was the lowest bidder, as Municipal Auditor.

Scrimgeour & Company are familiar with the Municipality of Strathroy-Caradoc as they were the Auditors for the municipality for many years prior to current Auditor BDO. Staff look forward to working with them should they be successful.

Firm Name	Fee for 2024 Year End	Exper. Team	Licensed in Ont.	Munic. Exp. With our size	Ref. Provided	Advisory Services	Location
Scrimgeour & Company	42,000	Yes	Yes	Yes	Yes	Yes	London
Graham-Scott-Enns	46,000	Yes	Yes	Yes	Yes	Yes	Aylmer/St. Thomas
MNP	52,500	Yes	Yes	Yes	Yes	Yes	London
BDO	80,500	Yes	Yes	Yes	Yes	Yes	Sarnia
Avenue Public	161,060	Yes	Yes	No	Yes	Yes	Markham/Barrie

**CONSULTATION:**

Director of IT & Finance/Treasurer  
 Manager of Accounting/Deputy Treasurer

**FINANCIAL IMPLICATIONS:**

Audit fee for the 2024 year end audit will be \$42,000 plus HST, in addition to the audit service pricing out to 2028 if appointed for that time period.

**STRATEGIC PLAN ALIGNMENT:**

This matter is in accord with the following strategic priorities:

**Managing the Challenges of Growth for the Municipal Organization:** Strathroy-Caradoc will be an inclusive community where growth is managed to accommodate a range of needs and optimize municipal resources. We are committed to maintaining operational efficiency and economies of scale through these times of change.

**ATTACHMENTS:**

None