



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: December 9, 2024

Subject: Request for Proposal Audit Services and Banking Services

Report from: David Munro, Interim Treasurer
and Emily Dance, Chief Administrative Officer

Appendices:

Recommendation

Be It Resolved that Council hereby,

1. Receives for information Report SRFIN.24.23 – Request for Proposal Audit Services and Banking Services; and
 2. Directs staff to draft a Request for Proposal for Audit Services for the 2026-2029 fiscal years with a two-year extension option to renew; and
 3. Directs staff to draft a Request for Proposal for Banking Services.
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Report Summary

The report is to request Council's direction to issue a Request for Proposal for both Audit Services and Banking Services in 2025.

Background

Auditor

As per the *Municipal Act*, 2001, S.O. 2001 c. 25 Section 296, a municipality shall appoint an auditor licensed under the *Public Accounting Act*, 2004, who is responsible for annually auditing the accounts and transactions of the municipality and its local boards and expressing an opinion on the financial statements of these bodies based on the audit, for a term not exceeding five years.

On January 31, 2022, Council passed By-law 11-2022 appointing BDO Canada LLP as the external auditors for the 2022-2025 fiscal year-ends.

Banking Services

CIBC has provided banking services for the Municipality for a number of years. Staff recognizes the importance of the long-term relationship and acknowledge that CIBC has served the Municipality well.

Analysis

Auditor

In keeping with best practices, staff is recommending that the Municipality issue a Request for Proposal for Audit Services. The Municipality can opt for a shorter term, such as three years, to ensure the firm meets the expectations of the municipality with a clause for a two-year extension.

If supported, a request for proposal would be drafted in the second/third quarter of 2025. Should a new firm be the successful firm, they may require different processes for staff to follow in 2026.

Banking Services

With the closure of the CIBC branch in Chesley, it is seen as an opportunity to reach out to other financial institutions to inquire if there are opportunities to improve efficiency and reduce costs.

Staff recommend that a request for proposal be drafted to invite financial institutions to present innovative solutions and provide concrete examples on how these objectives could be achieved and/or costs reduced while at least maintaining current service levels.

If supported, a request for proposal would be drafted in the first quarter of 2025.

Link to Strategic/Master Plan

6.4 Leading Financial Management

Financial Impacts/Source of Funding/Link to Procurement Policy

Any savings would be realized following the Request for Proposal process.

Approved by: Emily Dance, Chief Administrative Officer