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**To:** Mayor and Council  
**From:** Paul Gipps, CAO  
**Meeting Date:** October 7, 2025  
**Meeting Type:** Regular Council Meeting

**Prepared by:** Trevor James, CFO, Director of Finance & Administration  
**Department:** Finance & Administration

**Title:** Appointment of Municipal Auditor  
**Description:** Appointment of the District's Municipal Auditor as required by the Community Charter

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### **RECOMMENDATION**

THAT BDO Canada LLP be appointed as the Municipal Auditor for the 2025-2029 fiscal years.

### **EXECUTIVE SUMMARY**

A request for proposal (RFP) was performed to select a municipal auditor. There were three proponents who submitted proposals:

- Doane Grant Thornton LLP
- MNP LLP
- BDO Canada LLP

The proponents were scored by a committee of finance staff against a set of criteria with the following weighting:

- Total 5-Year Contract Price – 30%
- Suitability of Team & Methodology – 35%
- Suitability of Experience & References – 30%
- Suitability of Exceptions to Contract – 5%

After scoring the proposals it was determined that BDO Canada LLP received the highest score.

### **DISCUSSION/ANALYSIS**

BDO Canada LLP is a well-established audit firm with close connections to the Government Finance Officers Association of BC (GFOABC) and significant experience working with local governments and performing audit services for local governments. Staff has no concerns with appointing BDO Canada LLP as the municipal auditors.

### **Applicable legislation, bylaws and policies**

Section 169 (1) of the *Community Charter* requires that Council must appoint an auditor for the municipality.

### **FINANCIAL IMPLICATIONS**

None       Budget Previously Approved       Other (see below)

Fixed lump sum annual price for interim & year end audit:

- 2025 - \$37,500
- 2026 - \$39,000
- 2027 - \$40,500
- 2028 - \$42,120
- 2029 - \$43,800

The 2025 amount and approximate increases in years 2-5 are already captured in the 2025-2029 5 Year Financial Plan.

**ALTERNATE RECOMMENDATION(S)**

1. THAT a new request for proposal with Council direction on criteria, be issued to select a municipal auditor.

Respectfully Submitted.

**Trevor James, CFO, Director of Finance & Administration**

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**Report Approval Details**

Document Title:	Appointment of Municipal Auditor.docx
Attachments:	
Final Approval Date:	Oct 1, 2025

This report and all of its attachments were approved and signed as outlined below:

**Reyna Seabrook, Director of Corporate Services - Sep 24, 2025 - 10:39 AM**

**Paul Gipps, Chief Administrative Officer - Oct 1, 2025 - 12:43 PM**

**Makayla Ablitt, Manager of Corporate Administration - Oct 1, 2025 - 3:04 PM**