



## Legislation Text

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**File #:** CB-18-034, **Version:** 1

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**TAMRMS#:** B06

### **IASC Recommendation - Appointment of Internal Auditor**

Presented by: David Leflar, Chief Legislative Officer

### **RECOMMENDATION(S)**

That MNP LLP be appointed as the City's Internal Auditor with roles and responsibilities set out in Bylaw 25/2016 and on commercial terms and conditions set out in the form of professional services agreement included in the Invitation to Tender issued by the City in respect of this service.

### **PURPOSE OF REPORT**

The purpose of this report is to outline the process followed by the Internal Audit Steering Committee in arriving at a recommendation to Council for appointment of an Internal Auditor, and to present that recommendation.

### **ALIGNMENT TO COUNCIL DIRECTION**

Section 19(a) of Bylaw 25/2016 tasks the Internal Audit Steering Committee with the responsibility of establishing contractual terms and selection criteria for appointment of an Internal Auditor, and with making a recommendation to Council.

Section 4(a) of Bylaw 25/2016 empowers Council to appoint an Internal Auditor.

### **BACKGROUND AND DISCUSSION**

The Internal Audit Steering Committee met four times between March and November 2018, to:

- review the roles and responsibilities of an Internal Auditor and of the Committee itself under Bylaw 25/2016;
- determine the scope of services of an Internal Auditor for procurement purposes;
- review the Invitation to Tender ("ITT") for Internal Audit services that was posted publicly on September 11, 2018 and closed on October 4, 2018; and
- conduct a preliminary review of the responses to the ITT.

Seven qualified responses to the ITT were received. The Committee met on December 4, 2018 for detailed discussion and evaluation of the responses, in accordance with the weighted scoring methodology set out in the ITT. The Committee determined that MNP LPP was the highest rated

respondent, and accordingly the Committee recommends that MNP LLP be appointed by Council as Internal Auditor.

Based on the workplan submitted by MNP LLP, it is anticipated that their internal audit deliverables will be complete by October, 2019.

Report Date: December 17, 2018  
Author(s): David Leflar, Chief Legislative Officer  
Committee: Internal Audit Steering Committee  
Chief Administrative Officer: Kevin Scoble  
Deputy Chief Administrative Officer: Michelle Bonnici