



**CITY OF HAMILTON**  
**CORPORATE SERVICES DEPARTMENT**  
**Financial Services and Taxation Division**

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	August 11, 2022
<b>SUBJECT/REPORT NO:</b>	2022 External Audit Services 1 Year Contract Extension (FCS22068) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Jackie-Lee McInnes (905) 546-2424 Ext. 5347
<b>SUBMITTED BY:</b>	Mike Zegarac General Manager, Finance and Corporate Services Corporate Services Department
<b>SIGNATURE:</b>	

## **RECOMMENDATION**

That the General Manager of Finance and Corporate Services, or their designate, be authorized to enter into negotiations with KPMG LLP to provide external audit services for the City of Hamilton (City) and its Consolidated Entities, for fiscal year end 2022 and that the results of those negotiations be brought back to a future Audit, Finance and Administration Committee meeting for Council approval.

## **EXECUTIVE SUMMARY**

Section 296 of the Municipal Act states that a Municipality shall appoint an auditor licensed under the Public Accounting Act who will be responsible for the annual auditing of accounts and transactions of the municipality and its local boards.

Due to staffing vacancies in Accounting Services, there is not sufficient staffing or resources to conduct an open and competitive Request for Proposal (RFP) for external audit services covering fiscal year ends 2022-2026 in time for Council approval by the Fall of 2022. As per the City of Hamilton's Procurement Policy and associated By-Law 20-205 as amended, staff is required to seek Council direction on the type of procurement process to be followed for the acquisition of the Good and/or Service where there is an incumbent vendor on a City Corporate contract which is of a highly sensitive nature, due to the risk associated with financial loss, confidentiality or the

---

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

**SUBJECT: 2022 External Audit Services 1 Year Contract Extension (FCS22068)  
(City Wide) - Page 2 of 4**

---

handling of sensitive information. This direction comes from Procurement Policy #4 – “Determining the Procurement Policy, Section 4.5(5)”.

Historically, the City of Hamilton has utilized 5-year contract terms for its external audit services. KPMG LLP (“KPMG”) has provided the City of Hamilton with external audit services for fiscal year ends 2012-2016 and 2017-2021. KPMG’s current contract for external audit services expires after the completion of the 2021 scheduled audits. Staff is looking to negotiate with KPMG for a one-year contract extension for fiscal year end 2022.

Accounting Services has begun the process to fill current vacancies and intends to issue and award a new Request for Proposal (“RFP”) for the City of Hamilton’s external audit service for a five-year term covering fiscal year ends 2023-2027. This process is expected to commence in the Fall of 2022.

**Alternatives for Consideration**

See page 4

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: One-year contract extension fees for External Audit Services for fiscal year end 2022 are to be negotiated with KPMG and the results of these negotiations are to be brought back to a future Audit, Finance and Administration Committee for final approval.

Staffing: NA

Legal: Legal Services will be requested to assist with the development of an amendment to extend the current contract with KPMG.

**HISTORICAL BACKGROUND**

The Municipal Act, 2001 c.25, 296(3) indicates that “An auditor of a municipality should not be appointed for a term exceeding five years.” The intent of this section is to ensure that the external audit relationship is reviewed every five years. This allows for the Municipality to negotiate with a current vendor for reappointment or to go to market with an RFP for services, either to seek better pricing or to revise for services and/or needs of the organization that may have changed over time.

Early in 2011, a similar one-year external audit contract extension was requested and awarded to the audit firm Grant Thornton under contract C6-10-06 to provide external

audit services for the 2011 fiscal year end at a cost of \$285,000. The intent of this extension was to provide staff with the necessary time to proceed with an RFP process.

In November 2011 the City of Hamilton issued RFP C12-12-11, "Professional Consultant Required for External Audit Services" which closed January 2012. KPMG was the successful proponent of this RFP process which covered fiscal year ends 2012-2016. In December 2016, KPMG had approached senior management with a proposed contract renewal for the next five years. Financial Services staff brought Report FCS17048 to the Audit, Finance and Administration Committee on May 08, 2017, to seek authority to negotiate with KPMG and to bring back the results of such efforts to a future Committee meeting. Report FCS17073 was presented to the Audit, Finance and Administration Committee on August 16, 2017, and provided the necessary follow-up and recommendations. Council at its meeting of September 11, 2017, approved the Audit, Finance and Administration recommendation and Report FCS17073 "Appointment of External Auditor for Fiscal Years 2017 to 2021" wherein KPMG was selected as the City's external auditor. Under this appointment KPMG's annual audit fees for the five-year period of 2017-2021 were \$215,000 per year.

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

As per the City of Hamilton's Procurement Policy and associated By-Law 20-205 as amended, Procurement Policy #4 – "Determining the Procurement Policy, Section 4.5(5) staff is required to seek Council direction on the type of procurement process to be followed for the acquisition of the Good and/or Service where there is an incumbent vendor on a City Corporate contract which is of a highly sensitive nature, due to the risk associated with financial loss, confidentiality or the handling of sensitive information.

The Consolidated Financial Statements of the City of Hamilton are prepared by management in accordance with the Canadian generally accepted accounting principles for local governments, as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada (CPA).

## **RELEVANT CONSULTATION**

Consultations with relevant City of Hamilton Legal and Procurement staff.

## **ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)**

The City of Hamilton requires external audit services specific to Municipalities and in a complex and large-scale manner. In seeking an external audit firm, the size and needs of the City would limit potential respondents to large firms with specific large Municipal audit background. The single tier structure and multiple entities and programs make the need for an experienced audit team with relevant Municipal experience paramount to success.

**SUBJECT: 2022 External Audit Services 1 Year Contract Extension (FCS22068)  
(City Wide) - Page 4 of 4**

---

KPMG has a long-standing history in Hamilton and the surrounding communities and has one of the largest audit, advisory and tax practises in the area. City staff have been satisfied with the services that KPMG has provided over the past ten years. KPMG is familiar with the City of Hamilton's many entities, audit requirements and they are familiar with our existing controls, processes and policies.

KPMG's current contract for external audit services expires after the completion of the 2021 scheduled audits. Recent staffing vacancies within Accounting Services have created workload pressures within the Section and there are currently not enough staffing resources to carry out a new, competitive RFP for external audit services.

Should Council approve the recommendation within this Report, staff will meet with KPMG to negotiate an extension of their Contract C12-12-11, to provide external audit services for the City of Hamilton and its Consolidated Entities for fiscal year end 2022. Once the negotiations are complete, staff will bring back another report on the results of the negotiations to a future Audit, Finance and Administration Committee meeting for Council approval.

Council is advised that Accounting Services will continue with its efforts to fill current vacancies and proceed with issuing and awarding a new RFP for external audit services covering fiscal year ends 2023-2027 in the Fall of 2022.

### **ALTERNATIVES FOR CONSIDERATION**

Council could direct staff to negotiate a 5-year contract extension to Contract C12-12-11 with KPMG for external audit services for fiscal year ends 2022-2026. Although this alternative may save staffing resources in Accounting Services and Procurement, eliminating a competitive RFP process could potentially result in audit fees not in line with the current market.

### **ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

#### **Our People and Performance**

*Hamiltonians have a high level of trust and confidence in their City government.*

#### **Community Engagement & Participation**

*Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.*

### **APPENDICES AND SCHEDULES ATTACHED**

NA