



THE MUNICIPALITY OF THE COUNTY OF RICHMOND
LA MUNICIPALITÉ DU COMTÉ DE RICHMOND

Audit Committee Meeting

December 15, 2025

5:30 p.m.

Council Chambers

Agenda

1. Call to Order
2. Items Added to the Agenda (Approval of Agenda)
3. Review of Minutes: December 9, 2025
4. External Auditing Services RFP – Staff Briefing Note
5. Adjournment



AUDIT COMMITTEE MEETING

December 9, 2025

Location: Council Chambers

Present: Deputy Warden Amanda Mombourquette, Councillor Brian Marchand, Councillor Brent Sampson, Councillor Shawn Samson, Paula Jesty, Appointed Member, Troy MacCulloch, Chief Administrative Officer (Virtually), Kathleen Jeffrey, Director of Finance, Shelley David, Municipal Clerk

Regrets: Warden Lois Landry

1. Call to Order

Deputy Warden Amanda Mombourquette called the meeting to order at 6:02 p.m.

2. Approval of the Agenda

Moved by appointed member Paula Jesty, seconded by Councillor Shawn Samson, that the agenda be approved.

Motion carried.

3. Review of Minutes: September 22, 2025

Moved by appointed member Paula Jesty, seconded by Councillor Brian Marchand, that the minutes of the September 22, 2025, Audit Committee meeting be adopted.

Motion carried.

4. Quarter Three Review – October – December

- a) Review of Internal Audit Letter
- b) Staff Efforts to Mitigate Risk
- c) FRAM Requirements – September Financial Update
- d) Review of Draft Audit Committee Workplan – Quarter Three
- e) Review of Credit Card Policy
- f) Preparation of Agenda for Next Audit Committee Meeting
- g) Supporting Document – FRAM (for information purposes)



The Committee discussed Items (a) through (f). Item (g), Supporting Document – FRAM, was provided for information purposes only.

5. Recommendation to Council

There were no recommendations

6. Adjournment:

There being no further business, the chair adjourned the meeting at 8:11 p.m.

Chairperson

Municipal Clerk



BRIEFING NOTE

Municipality of the County of Richmond

External Auditing Services RFP

December 11, 2025

Purpose

To provide the Audit Committee with a summary of the evaluation process for the External Auditing Services Request for Proposal (RFP) and to recommend the award of contract to Doane Grant Thornton (Doane GT).

Background

An RFP for External Auditing Services was issued in accordance with Public Procurement requirements. The RFP closed with two submissions received. Both proposals were reviewed through the established evaluation process, which included assessments of:

- Experience/Qualifications of the Audit Team
- Client References/Past Experience
- Audit Strategy and Methodology
- Value Added
- Pricing

Evaluation Summary

Both proponents presented similar audit approaches, methodologies, and technical capabilities, and both demonstrated the capacity to meet the audit requirements.

However, several factors contributed to Doane Grant Thornton ranking as the preferred proponent:

1. Organizational Familiarity & Proven Performance

- Doane GT has a well-established working relationship with our organization.
- Past experience with Doane GT has demonstrated consistent professionalism, excellent responsiveness, and a strong understanding of our operations.
- Their familiarity with our financial systems and reporting structure allows seamless transition into the next audit cycle.
- Their experience with relevant public sectors is significant.

2. Comparable Pricing with Additional Value-Added Benefits

- Although the selected auditor's pricing was higher than the competing proposal, the difference was not material when weighed against the value of their strong familiarity with our organization and proven understanding of our financial environment. Their experience is expected to support a more efficient audit process, particularly as our staff continue to gain familiarity with internal systems and requirements, which may help reduce overall audit costs in future years. Selecting a firm that already understands our operations provides stability, reduces risk, and delivers greater value than the small cost difference alone would suggest.

3. Alignment With Evaluation Criteria

- Doane GT met or exceeded evaluation standards across all technical components.
- Their proposal demonstrated clear audit planning, risk assessment, and communication strategies aligned with our expectations and past practice.

Suggested Motion

THAT the Audit Committee recommend awarding the contract for External Auditing Services to Doane Grant Thornton, being the successful proponent under the Request for Proposals (RFP) process.

Prepared By: Kathleen Jeffrey, Director of Finance

Contact Person: Kathleen Jeffrey, Director of Finance

Date: December 11, 2025