

POLICY 25-20

AUDITOR APPOINTMENT

DATE OF ADOPTION:	October 17, 2006	MOTION NUMBER:	06/10/162
DATE OF AMENDMENT:	September 30, 2025	DEPARTMENT:	Corporate Services

PURPOSE

To establish the process by which the Town of Vermilion selects and appoints an auditing firm in accordance with Section 280 of the Municipal Government Act as well as to ensure financial accuracy, integrity, compliance with legal and regulatory requirements, promote accountability to the public, support decision-making and improve financial management.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

CAO is the Chief Administrative Officer for the Town of Vermilion.

Director is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

Employee is an employee of the Town of Vermilion.

Member of Council an individual elected to office pursuant to the Municipal Government Act (MGA) RSA 2000, c M-26. who serves as an elected official for the Town of Vermilion.

Town is the Town of Vermilion in the Province of Alberta.

Town Business is professional services rendered for or on behalf of the Town of Vermilion.

SCOPE

This policy applies to All Members of Council and All Employees of the Town of Vermilion.

TASK	TITLE OR DEPARTMENT OF PERSON RESPONSIBLE
APPROVAL OF POLICY & AMENDMENTS	Council
HANDLING INQUIRIES & COMMUNICATING POLICY	Director of Corporate Services
MONITORING REVIEWS & IMPLEMENTATION	Chief Administrative Officer

GUIDING PRINCIPLES

- In accordance with the Municipal Government Act, Council for the Town of Vermilion must annually appoint an auditor for the municipality to provide independent assurance that the municipality's financial statements are accurate, complete, free from material misstatement, and comply with public sector accounting standards.
- The appointment of the auditor shall be made year to year with consideration given to current contracts and contract renewal options, pending Council satisfaction.
- Agreements for the provision of auditing services shall not exceed a period of three (3) years.
- Despite auditing services falling below the minimum threshold of \$75,000 as established under the New West Partnership Trade Agreement (NWPTA), as amended from time to time, requests for quotations shall be circulated every three (3) years in order to provide Council with options for consideration as well as to encourage competitive pricing.
- The criteria by which the requests for quotations shall be evaluated will be specified within the request for quotations document at the time of circulation.
- Notwithstanding the above, the Town is not required to select or appoint any of the auditing firms that have submitted quotations through the aforementioned process, at their sole discretion.
- The Town reserves the right to sole source auditing firms in accordance with the Town's purchasing and procurement policies, as amended from time to time.