TORONTO

REPORT FOR ACTION

Purchasing Policy for Adoption by the 2022-2026 Compliance Audit Committee

Date: May 8, 2023
To: Compliance Audit Committee
From: City Clerk
Wards: All

SUMMARY

The Municipal Elections Act, 1996 requires the Compliance Audit Committee to appoint an auditor in the event they grant a compliance audit application of a candidate's election finances for the 2022-2026 term of Council.

To ensure a fair and transparent evaluation and selection process in line with City policy, the City Clerk will manage the procurement process and negotiate and execute a contract with an external auditor on behalf of the Compliance Audit Committee.

RECOMMENDATIONS

The City Clerk recommends that:

> The Compliance Audit Committee adopt the Purchasing Policy set out in Appendix A.

FINANCIAL IMPACT

The financial impacts of this report will be outlined in a subsequent report to the Compliance Audit Committee.

DECISION HISTORY

The Compliance Audit Committee, at its meeting on April 1, 2019, adopted a purchasing policy authorizing the City Clerk to manage the procurement of an external auditor for the purposes of conducting a compliance audit in all cases where the Committee granted an application for a compliance audit for the 2018-2022 term of Council.

https://secure.toronto.ca/council/agenda-item.do?item=2019.EA1.3

COMMENTS

Under section 88.33(10) of the Municipal Elections Act, 1996, should the Compliance Audit Committee grant a compliance audit request, it shall appoint an auditor to conduct the audit of the candidate's election campaign finances.

In accordance with the duties prescribed under subsection 88.37(6) of the Municipal Elections Act, 1996, the City Clerk shall establish administrative practices and procedures for the Compliance Audit Committee. As such, a purchasing policy is recommended authorizing the City Clerk to manage auditor procurement on behalf of the Compliance Audit Committee.

Once adopted, the purchasing policy shall be applied to the procurement of an external auditor for the purposes of conducting a compliance audit in all cases where the Committee grants an application for a compliance audit during the 2022-2026 term of Council. The policy authorizes the City Clerk to negotiate and execute the contract with the external auditor on behalf of the Compliance Audit Committee.

CONTACT

Fiona Murray, Deputy City Clerk, City Clerk's Office, Toronto Elections
416-392-8019, Fiona.Murray@toronto.ca

SIGNATURE

John D. Elvidge
City Clerk

ATTACHMENTS

Appendix A - Compliance Audit Committee Purchasing Policy

Appendix A

Compliance Audit Committee Purchasing Policy

In anticipation of the need for an external auditor should the 2022-2026 Compliance Audit Committee grant a compliance audit request, the City Clerk shall:

1. Research experienced and knowledgeable individuals or firms and solicit competitive quotes and/or proposals from them.

2. Consult with the City of Toronto's Purchasing and Materials Management Division, as necessary, with respect to determining the appropriate method and form of solicitation and conducting a fair and transparent evaluation and selection process.

3. Evaluate the proposals and present the results to the Compliance Audit Committee for its approval.

4. Negotiate and execute all agreements related to the auditor services once the Compliance Audit Committee has selected the auditor.