



Memo

TO: Chief Administrative Officer
FROM: Director of Finance
DATE: November 19, 2024
SUBJECT: Proposal for Audit Services


A proposal for the provision of audit services for the five-year term starting in 2024 to 2028 fiscal years was issued with a closing date of October 25, 2024.

MNP LLP, our current audit firm, located in Nanaimo, was the only firm to respond. MNP has quoted the audit fees as shown below. 2023 audit costs were \$23,575 plus GST.

Year	Base Audit Fee (exclusive of GST)
2024	\$29,000
2025	30,500
2026	32,000
2027	33,500
2028	35,000

Recommendation:

That the audit proposal be awarded to MNP LLP for the five-year term, 2024 to 2028 fiscal years, at the costs as stated above.



Ronnie Gill, CPA, CGA
Director of Finance