



## FINANCIAL ANALYSIS CONSULTANT

### ❖ Purpose of report

- To respond to questions posed by Councillor Kuderewko

### ❖ Details

1. Is the purchase of this service in our budget or was it in the last budget and if so under what category?

The budget for 2018 has not yet been addressed. The 2017 budget is no longer applicable as that fiscal year has passed.

2. Did this contract adhere to our purchase policy and if not why not and for what reason?

The Purchasing Policy does not speak to the acquisition of professional services. As consultants with expertise in municipal government matters are few, the services of those with significant experience in regard to this project as well as available time to provide their services were sought out.

3. Is there an emergency to dispense with our policies and budget process to purchase this service?

The financial analysis that will be completed is valuable to ensuring that accurate budgeting can occur for 2018 and future years. In that event, it would seem that this process is somewhat emergent. No policies and budget have been dispensed with.

4. Is a retainer contract of \$20,000.00 with many unknown factors such as travel, and the like being tracked so that we have a value of over run costs to come back to council for further approval, such as time allotment for staff and consultants meetings and travel costs, are they being determined and at what value?

The price quoted includes all costs relating to travel, meetings, and Council presentations for the period covered by the proposal.



5. Has council considered the additional costs provided for in the contract and not included, such as administrative time to prepare all the data and respond to questions, and as well RM consultant time such as engineers such as civil and development, and how much are those costs limited to or are we along for that ride as well?

Whether this process is completed in-house or by consultants, information from other professionals will be required in order to make budget projections and other appropriate recommendations to Council. The purpose of utilizing the services of consultants is to obtain useful data to aid Council in making decisions in the best interest of all RM ratepayers.

6. The terms of the contract was to have commenced yesterday, and was to have its first payment paid on January 18, 2018. Has this been paid?

No payment has been made. The cheque was printed on February 9, 2018, and remains unsigned until after the meeting on February 12, 2018.

7. There has been no recommendation or information at any council meeting suggesting council consider this contract. Why have we not heard of any of this matter until today several days after a contract has been prepared, paid for, and was slated to start?

This statement makes many assumptions. The document provided is a proposal, not a contract. No payment has been made. It was anticipated that Council would make a determination on this matter on January 22, 2018. Thus the reason for the use of January 22, 2018 as the commencement date of the work.

8. My concerns are that this contract has commenced without authority and have committed the RM to costs without a resolution. Has any member fo [sic] council or the administration committed anything to this contractor before a council has had the opportunity to discuss this issue?

Nothing about this project commenced prior to the approval on January 24, 2018. No commitments were made by any Council member or by any member of the administration staff.

9. What is the goal for this project and what is the benefit of this expense as compared to other services that ratepayers will not get as a result of this expense?

The goal of this project is to obtain complete costing data on all services provided by the RM to the RM ratepayers. This project will serve to align the



costs of the services provided to the appropriate sector of ratepayers that utilize the services and will identify areas where services can be improved or adjusted in order to better meet the needs of the ratepayers. In addition, this project will establish accurate costing information for use in establishing policies relating to servicing costs for future development in the RM.

10. The facts presented are that a deposit was to have bene [sic] paid by January 18, 2018 of \$10,000.00 And the project start date was January 22, 2018. What is the status of the contract today?

As stated above, no payment has been made and the cheque for the payment is printed by unsigned. The contract was signed on Wednesday, January 30, 2018, following receipt by the Administrator of the January 24, 2018, meeting minutes.

Michele Cruise-Pratchler, R. M. A. CPA, CGA BAaccS  
Administrator