



ADDENDUM #2

RFP Number: Corp2026-01 Council Remuneration Review

This addendum is being issued prior to the closing of tenders to provide further information, make changes to, or to clarify the Request for Proposal and is to be read, interpreted and co-ordinated with all other parts of the Request for Proposal. In the case of conflict with the balance of the documents, this Addendum shall govern. **Bidders shall acknowledge receipt of this Addendum in their Proposal.**

2. SCOPE OF WORK – Additional Information

1. The Town has a policy framework for Council that includes the following:
 - a. Council Remuneration Policy
 - b. Professional Development
 - c. TRAVEL EXPENSE - MAYOR & COUNCIL
2. The Town provided a limited set of non-insured benefits to Council members and does not currently provide extended health and dental, Vision, long-term disability, short-term disability, or other insured benefits.

3. SCOPE OF WORK – Additional Information

3. The Town is seeking clarity on what benefits are offered to Council members and should be obtained through an environmental scan or other tool available to the proponent. Currently the Town offers the following benefits:
 - a. Council training budget;
 - b. Childcare Expenses;
 - c. Per diem and travel reimbursement;
 - d. Technology benefit.The consultant should determine what other benefits are commonly provided to members of Council. The Town is not seeking a review of non-insured benefits for Council members
4. The Town is seeking a consultant who will survey remuneration provided to Council members and evaluate its appropriateness for the Town of Smithers.
5. The implementation plan should provide enough detail to inform Council of the financial implications of the recommendation made to them. While the document should not provide a comprehensive financial analysis, it should provide enough financial context that they can understand the tax implications. Town staff can assist the consultant with financial information. Proponents should clearly define the level of analysis they intend to provide.

6. PROPOSAL CONTENTS – Additional Information

1. An Error is included on Page 7 under Proposal Contents c. Experience and Qualifications subsection d. This statement should say the following:

- d. The roles and responsibilities of the Proponent and/or its employees who will be involved in providing **the services**.

Issued by:
David Schroeter
Director of Corporate Services
February 24, 2026