



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.**

Submission Deadline

- The Closing deadline for this RFP will be extended to Wednesday, March 11, 2026.

2. BACKGROUND – Additional Information

Background

- The Town is open to a re-leveling of positions based on a review and validation of the job descriptions and functions of each position including those positions established in the 2024 review.

Benefits & Total Compensation

- The Town is seeking a benefits review that considers both prevalence among comparators and also provides recommendations on the design of the plan.
- The Town of Smithers provides the following benefit classes:
 - Class 'A' – Exempt Employees;
 - Class 'B' – Union Employees;
 - Class 'C' – Seasonal Employees;
 - Class 'D' – Librarians.
- Class 'D' benefits should not be considered in this review. Library services are a separate institution that receives funding and administrative support through the Town of Smithers.
- The Town provides a single class of benefits for all exempt employees.

3. Scope of Work

Project Reporting Structure

- The Project Advisory Team shall be responsible for validation unless the consultant proposes another model for validating the compensation for each position. The Town is open to other models at the consultant's recommendation.

Market Comparators and Benchmarking

- Identifying appropriate comparators is a part of the consultants scope of work. The consultant may seek input from the Project Advisory Team on potential comparators or the appropriateness of those recommended.
- Data from the 2022 Salary Review is available to inform this engagement and can be shared with the successful consultant at their request.

Incentives

- The Town of Smithers strives to be an employer of choice and considers itself to be a leader in the north for compensation and service delivery. The Town is open to innovative or novel incentives that reflect and consider the political and social realities of the Town of Smithers and complexities of public service in British Columbia.

Equity & Internal Relationships

- The town expects that compression between exempt ranges and top union steps will be considered. Internal and Equity considerations are an explicit requirement of this project.

Implementation Plan

- The Town expects that the consultant will focus on and consider their recommendations impacts on service levels and the tax burden required to implement the recommendation.
- The statement "*long-term safety, security and viability of the organisation and its public assets*" under the Scope of Work should be construed to mean that the consultant's recommendation should not damage the reputation of the Town of Smithers or damage the public trust in the municipalities public service while balancing the expectations of candidates and the employee attraction and retention requirements of the Town.

6. Deliverable – Additional Information

- The Town, in addition to updates twice per month to the project manager, expects that the following engagements will occur in a format determined by the consultant:
 - Kick-off meeting – Clarify any outstanding matters, collect initial perspectives from the Project Advisory Team, select comparable communities and request any outstanding data or documents;
 - Data Collection and Validation Meeting – Review the exempt position inventory and organizational context, confirm compensation elements, validate assumption and clarify internal equity considerations.

- Job Evaluation and Internal Equity Working Session – Review the proposed job evaluation methodology, validate the relative size and complexity of roles, confirm internal working relationships, and ensure consistent, defensible treatment of different roles within the organization.
- Draft Final Report – The Project Advisory Team expects to hold an engagement with the proponents upon completion of the draft final Report and exempt compensation polic(ies)y to review the document and provide input.
- Council Presentation – Final implementation plan, report, and compensation recommendations are presented to Council for consideration.
- This should not be construed as the minimum or maximum number of engagements as the Town expects that the consultant may combine engagements, plan addition engagements, or separate engagements based on their own individual proposal.
- The consultant may use these engagements to satisfy the bi-weekly project update requirement.

Issued by:
David Schroeter
Director of Corporate Services
February 26, 2026