



**REQUEST FOR PROPOSALS:  
Annual Financial Audits**

**For the  
Town of Smithers**

**RFP Number: Fin2026-01**

**Request Issue Date: Wednesday, June 24, 2026**

**Closing Date: 2:00 pm, Friday, July 31, 2026**

**Contact Person:**

Kevin Welsh

Director of Finance

[kwelsh@smithers.ca](mailto:kwelsh@smithers.ca)

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RFP documents are distributed through the BC BID platform (<https://new.bcbid.gov.bc.ca/>), and through the Town of Smithers.

There is no requirement for interested proponents to be pre-authorized or to register with BC Bid.

However, registration with the BC Bid system is recommended to ensure receipt of amendments.

**Alternatively, contact the Contact Person above to be registered manually to ensure receipt of amendments.**

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## DEFINITIONS

Throughout this Request for Proposal, the following definitions will be used:

- “*Addenda*” or “*Addendum*” means a document(s) issued by the Town as a supplement to this RFP that corrects errors, explains inconsistencies, provides clarification or responses to questions submitted by Proponents, or otherwise details or updates information provided in the RFP.
- “*BC*” means the province of British Columbia.
- “*Council*” means the elected officials representing the Town of Smithers.
- “*Proponent*” means the corporation, sole proprietorship or other firm responding to this RFP.
- “*Review Committee*” means the internal review committee consisting of a minimum of three (3) staff from the Town’s Corporate Services and Finance Departments, determined by the Town to review and score shortlisted proposals.
- “*RFP*” means this Request for Proposal.
- “*Shall*” “*Must*” “*Will*” “*Mandatory*” means a requirement of this RFP that must be met for a proposal to receive consideration.
- “*Town*” means the municipality of the Town of Smithers.

## 1. INTRODUCTION

The Town of Smithers invites qualified public accounting firms to submit proposals to perform annual financial audit services for the Town for a three-year term commencing with the audit of the fiscal year ending December 31, 2026 and continuing through the fiscal year ending December 31, 2028 with optional extensions to 2030.

Subject to satisfactory performance and at the sole discretion of the Town, the agreement may be extended for up to two (2) additional one-year terms, through to the fiscal year ending December 31, 2030, on the same terms and conditions or as otherwise mutually agreed upon.

Audits must be planned and conducted in accordance with Canadian Auditing Standards (CAS), the Local Government Act, and the Community Charter. The audit will result in an independent auditor's opinion to Council on the fairness of the Town's annual consolidated financial statements and related disclosures.

The successful Proponent shall demonstrate significant experience in providing audit services to local governments and other public sector organizations. The Auditor must be independent and free from any actual or perceived conflicts of interest that could impair their ability to perform the engagement. The Auditor must also have the resources, expertise, and capacity necessary to provide the required services in a professional and timely manner.

**All inquiries regarding this RFP should be directed to:**

Kevin Welsh, Director of Finance, Town of Smithers

Email: [kwelsh@smithers.ca](mailto:kwelsh@smithers.ca)

Phone: (250) 847-1631

## 2. BACKGROUND

The Town of Smithers is a vibrant mountain community located in the Bulkley Valley of northwest British Columbia. Situated approximately midway between Prince George and Prince Rupert along Highway 16, Smithers serves as the commercial, administrative, recreation, and service centre for the Bulkley Valley region. The Town has a population of approximately 5,400 residents (2021 Census) and serves a regional population of roughly 15,000 people. Smithers experiences significant seasonal tourism activity driven by its reputation for outdoor recreation, including skiing, mountain biking, hiking, fishing, and other year-round activities. The Town also serves as a regional transportation, health care, education, and government services hub for surrounding communities throughout northwest British Columbia.

The Town seeks a suitably qualified audit firm to provide external audit services and for its annual financial statements.

Audit firms who are considering a Proposal pursuant to this request are encouraged to visit the Town of Smithers' website at <https://www.smithers.ca/> for a more detailed overview of the Town's characteristics and activities. Documents pertinent to this Proposal can be found on the website including financial statements, financial plan bylaws and capital plans.

### FINANCIAL SYSTEMS

The Town utilizes iCity (Vadim) financial software by Central Square Technologies. The software is run in a Windows environment and includes modules for the general ledger, financial reporting, payroll, accounts receivable, accounts payable, business licensing, utilities, property taxes and cash receipting.

## 3. SCOPE OF SERVICES

Audits must be planned and executed in accordance with generally accepted Canadian Auditing Standards

(CAS), Public Sector Accounting Standards (PSAS), the Local Government Act and Community Charter. Audits will result in an opinion to the Town’s Council as to the fairness of the annual consolidated financial statements and related schedules.

The Auditor will be required to examine the financial records, systems, and internal controls of the Town of Smithers in accordance with Canadian Auditing Standards, the Public Sector Accounting Standards (PSAS), the Local Government Act, and the Community Charter. The Auditor shall provide written audit reports and an audit opinion on the Town’s consolidated financial statements as prepared by Town staff.

The Auditor’s report shall be suitable for inclusion within the Town’s annual financial statements and shall be addressed to the Mayor and Council of the Town of Smithers. The Auditor will be required to attend a meeting of Council to present the audit results, explain the audit opinion, and answer any questions regarding the financial statements and audit findings.

In compliance with the Community Charter, Council will appoint an Auditor (or Audit Firm) to perform the annual audit. Notwithstanding this appointment, the Town reserves the right, at its sole discretion, to engage other firms for non-audit financial services where it is considered advantageous or appropriate to do so.

The Auditor shall communicate any significant deficiencies, internal control observations, or areas of concern identified during the audit as soon as practical and shall summarize such matters within the annual Management Letter. The Auditor shall provide practical recommendations to address such concerns and improve financial controls, efficiency, and reporting practices. The Auditor shall communicate all reportable conditions in both a post-audit report and an annual Management Letter addressed to Council.

The Auditor shall ensure that all new or amended accounting standards, auditing standards, and financial reporting requirements are communicated to the Town in writing on a timely basis to ensure ongoing compliance with applicable standards and regulations.

The Auditor shall respond to and discuss with the Director of Finance (or designate) any accounting, auditing, taxation, financial reporting, or related matters that arise throughout the year. Such inquiries are expected to be infrequent, specific in nature, and may occasionally require written confirmation. Reasonable consultation related to accounting, auditing, taxation, financial reporting, and PSAB matters arising during the year shall be included within the annual audit fee. Any work expected to result in additional fees shall require prior approval from the Director of Finance. The Town’s annual financial statements, prepared in accordance with Public Sector Accounting Standards, will be prepared by Town management.

**Qualified Statement**

The Auditor shall immediately, upon becoming aware of any information or condition that may result in a qualified audit opinion, notify and fully discuss the matter with the Director of Finance (or designate). The Auditor shall, where reasonably possible, provide Town staff with sufficient opportunity to investigate the matter, perform any necessary analysis, and implement corrective actions prior to the issuance of the audit report to avoid a qualification.

**Annual Audit Schedule**

Before October 31 each year, the Auditor shall correspond with Town staff to discuss and agree upon the key dates by which necessary information is to be prepared for the audit, unless otherwise agreed to in writing by both parties.

**Key Audit Dates:**

- Interim audit work completed by December 31<sup>st</sup>
- Completion of year-end fieldwork March 31<sup>st</sup>

- Submission of audit adjustments and draft findings April 15<sup>th</sup>
- Issuance of reports April 30<sup>th</sup>

## Town Responsibilities

Finance staff will be responsible for the year-end close process and preparation of the financial statements. Town staff will assist the Auditor by preparing a complete set of working papers, schedules, trial balances, reconciliations, and supporting documentation on a timely basis. The Town currently prepares its working papers and financial statements electronically during the term of this engagement.

## 4. PROPOSAL REQUIREMENTS

A covering letter shall be provided with the proposal clearly stating the accounting firm's understanding of the services to be provided. The letter must include the name(s) of the person(s) who will be authorized to make representations for the firm, their title(s) and telephone number(s). The person signing the covering letter must be authorized to bind the Proponent.

Proponents must respond to the items listed below in the order they are presented. The proposal should include a table of contents identifying the topics by page number. Proposals, as a minimum, should include:

- A. Company Profile and Contact:** A brief profile of your firm (1 to 2 pages) indicating the scope of its practice, the range of activities performed by the firm, such as auditing, tax service, accounting or management services. Identify the Proponent's contact person, phone number and email address. State the home office address as well as the address and phone number of any local office that will manage or assist in managing this audit.
- B. Experience with Municipal Audits:** List current and past public sector audit clients and indicate the number of years your firm has been the auditor for each client. Describe your familiarity and experience with PSAB accounting and auditing standards.
- C. Audit Staffing:** Name and brief resume of the partner(s), manager(s) and other key staff who would be assigned to this audit. The engagement partner shall be a Chartered Professional Accountant in good standing and shall have a minimum of five years' experience leading municipal audit engagements.
- D. Audit Implementation:** Proposals must clearly show the firm's understanding of the work to be performed, audit approach and commitment to perform the work within the time period specified in the annual schedule. This would include the approach to be used to obtain an understanding of the Town's structure and systems as well as a proposed schedule and any specific techniques or processes to be used for the interim audit and annual audit.
- E. Other Services:** Description of the methodology to be used for keeping the Town abreast of any changes in accounting principles or legislation that would impact the annual financial statements.
- F. References:** Provide at least two references, both of which should be from municipal audit engagements completed within the last three years. Include number of years of service to and a contact name, telephone number and email address for each reference.
- G. Additional Professional Services:** Description of non-auditing professional services provided to other local Government clients and innovative products offered by your firm as well as any specific pricing structure for such services.

**INSURANCE**

The Proponent shall, at its own expense, obtain and maintain throughout the term of the engagement Professional Liability (Errors and Omissions) Insurance with a limit of not less than \$2,000,000 per claim.

The Proponent shall also maintain all insurance required by law and shall be responsible for insuring its own equipment, property, and operations. All insurance policies shall be placed with insurers licensed to conduct business in British Columbia.

The Proponent shall provide evidence of insurance coverage satisfactory to the Town upon request and shall ensure that all required insurance remains in force for the duration of the engagement.

**REGISTRATION WITH WORKSAFE BC**

The Proponent will be registered with WorkSafe BC and maintain WorkSafe BC coverage for the duration of the engagement. The Proponent will abide by all provisions of the Workers Compensation Act of British Columbia and provide proof to the Town that all assessments have been paid and that they are in good standing. It is a condition of contract that the Proponent must remain in good standing throughout the term of any contract between the Town and the Proponent.

**5. FEE PROPOSAL**

Proponents are to submit a fee proposal including a fee matrix showing staff estimated hours, hourly rates and disbursements.

The audit fee should be in the following format:

<b>Staff Assigned</b>	<b>Hours</b>	<b>Rate</b>	<b>Fee</b>
Partners	XX	\$XXX	\$ XXX
Managers	XX	XXX	XXX
Seniors	XX	XXX	XXX
Staff Support	XX	XXX	XXX
Total Hours/Fees	XX	XXX	XXX
Other	XX	XXX	XXX
Disbursements (Identify)	XX	XXX	XXX
<b>Total Maximum Fee</b>	XX		\$ XXX

Fees shall be quoted as fixed annual fees for each audit year and shall include all labour, administration, travel, accommodation, meals, and other expenses unless specifically identified as a reimbursable disbursement.

**6. GENERAL PROPOSAL SUBMISSION REQUIREMENTS**

Proposals shall be submitted electronically in PDF format and:

- a. Be emailed to [kwelsh@smithers.ca](mailto:kwelsh@smithers.ca) with the subject line “**RFP Fin2026-01 Annual Financial Audits**”;
- b. Be received no later than 2:00pm (PST) on Friday July 31, 2026;
- c. Paper submissions and late proposals will not be accepted.

It is the sole responsibility of the Proponent to ensure that the Town receives their proposal prior to the closing time and date.

## **7. EVALUATION AND SELECTION CRITERIA**

Town staff will conduct a screening of all proposals properly received directly after the deadline to ensure that they are complete and meet the minimum requirements of this RFP. Subsequently, all the complete, eligible proposals will be reviewed by the Review Committee.

Proposals will be evaluated based on the criteria provided on Schedule “A” of this document. Note that the budget is only one of the several factors to be considered; as such, proposing the lowest budget does not guarantee success in the evaluation process.

## **8. RESERVATION OF RIGHTS**

The Town reserves the right to accept or reject any or all proposals, waive irregularities, request clarification of proposals, negotiate with one or more proponents, and select the proposal deemed to be in the best interests of the Town. The lowest cost proposal will not necessarily be accepted. The Town shall not be liable for any costs incurred by proponents in the preparation or submission of proposals.

## **9. PROPONENT COSTS**

All costs incurred by the Proponent in preparing, submitting, clarifying, presenting, or otherwise participating in this Request for Proposal process shall be borne solely by the Proponent. The Town shall not be liable for any costs, expenses, losses, damages, or claims incurred by any Proponent in connection with the preparation or submission of a proposal, attendance at meetings, interviews, negotiations, site visits, or any other activity related to this RFP, regardless of the outcome of the process.

The Town reserves the right to cancel, amend, suspend, or terminate this RFP process at any time and for any reason without compensation to any Proponent.

## **10. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIPPA)**

The Proponent acknowledges that the Town is subject to the Freedom of Information and Protection of Privacy Act (British Columbia) and agrees to comply with all applicable requirements of that Act.

## SCHEDULE A: PROPOSAL ASSESSMENT CRITERIA

Assessment Criteria	Description	Score
<b>Understanding of Engagement/Proposal</b>	<ul style="list-style-type: none"> <li>Demonstration of understanding of the Town structure and governance</li> </ul>	20
<b>Experience with Municipal Audits</b>	<ul style="list-style-type: none"> <li>Municipal Audit Experience</li> <li>Knowledge of Vadim</li> <li>Experience with Government partnerships and controlled entities</li> </ul>	25
<b>Personnel</b>	<ul style="list-style-type: none"> <li>Public sector audit experience with organization of similar size and complexity</li> <li>Experience and qualifications of audit team</li> </ul>	20
<b>Audit Implementation</b>	<ul style="list-style-type: none"> <li>Statement of full understanding of the objective and scope of work for the audit</li> <li>Audit plan, including number of hours anticipated to complete the audit split between interim and final audit</li> </ul>	10
<b>Additional Services</b>	<ul style="list-style-type: none"> <li>Ability to provide additional services such as:                             <ul style="list-style-type: none"> <li>PSAB advice</li> <li>GST/HST advice</li> <li>General Income Tax Advice</li> </ul> </li> </ul>	5
<b>References</b>	<ul style="list-style-type: none"> <li>Two references are provided of which are municipal audits within the last 3 years</li> </ul>	5
<b>Audit Fees</b>	<ul style="list-style-type: none"> <li>Fees should be listed net of GST and include:                             <ul style="list-style-type: none"> <li>Fees of audit and support staff based on person hours</li> <li>Estimated disbursements and administrative fees</li> <li>Value added services bundled with the audit service fees</li> <li>Estimated hours required and levels of staff assigned</li> </ul> </li> </ul>	15
<b>TOTAL</b>		<b>100</b>