

# JOINT REQUEST FOR PROPOSALS: AUDIT SERVICES



## For the following Municipalities:

- Township of Admaston/Bromley
- Township of Greater/Madawaska
- Horton Township
- Township of McNab/Braeside
- Town of Renfrew
- Township of Whitewater Region

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## **1.0 INTRODUCTION**

The Townships of Admaston/Bromley, Greater Madawaska, Horton, McNab/Braeside, Whitewater Region and the Town of Renfrew, hereinafter referred to as the “Municipalities”, are seeking proposals for external Audit Services for the Municipalities and other bodies in accordance with the Ontario Municipal Act, Sections 296 and 297. The information contained herein is provided to facilitate the preparation of your proposal submission. The proponents are free to add any additional information which they believe will be relevant to their proposal.

### **1.1 Scope of Work**

The Municipalities are requesting proposals from qualified firms of Chartered Professional Accountants to audit its financial statements in accordance with the Generally Accepted Accounting Principles (GAAP), Public Sector Account Board (PSAB) and the *Ontario Municipal Act*. The Auditors' report shall be suitable for printing in a manner that will meet the Accessibility for Ontarians with Disability Act. The audit is to address the Municipalities and their local Boards as per statutory requirements of the Municipal Act. The required statements for each Municipality are on their respective Appendix.

The format of the financial information being disclosed to the various ministries requiring an audit opinion may differ from Ministry to Ministry and from year to year.

The onus is on the proponent to demonstrate its knowledge, understanding and capacity to conduct the work outlined in the Request for Proposal.

Procedures for each Municipality's audit will include a preliminary visit in the fall to perform the audit of internal control procedures and some pre-audit for year end.

Along with completion of the draft annual statements, the auditors will prepare and deliver to the Treasurer a draft audit Management Letter conveying their concerns relative to the internal accounting, operating controls and/or other matters of material importance with respect to the Town's operations which may have been discovered in the course of the audit. The auditors will also provide recommendations as to such corrective actions that may be required and be prepared to provide advice and assistance with regard to the implementation, if required. The auditors will meet with the Treasurer to discuss the comments. Once the content of the Management Letter is agreed upon, revised copies (if necessary) will then be provided by the auditors and presented to the Treasurer.

The auditor will be required to attend Finance Committee and Council meetings to present and explain as necessary the audit reports and address any other questions or concerns as requested by each Municipality's Council.

### **1.2 General Conditions**

#### **1.2.1 Collusion**

The Proponent shall not engage in collusion of any sort and, in particular, shall prepare its proposal without any knowledge of, comparison of figures with or arrangement with any other person or firm submitting a tender for the same requirement.

#### **1.2.2 Amendment or Withdrawal of Proposal**

The Proponent may amend or withdraw their proposal prior to the closing date and time by submitting a clear and detailed written notice to the RFP contact. All proposals become irrevocable after the closing date and time.

#### **1.2.3 Rights to Information**

Upon completion of this contract, the Municipalities will be the sole owner of all information provided to the Municipalities. The information provided to the Municipalities may be copied by the Municipalities without exception. The successful

proponent will receive credit for all original material. Should the firm wish to maintain intellectual property rights over any portion or aspect of the final submission, this must be clearly identified in the proposal submission.

#### **1.2.4 Indemnification**

The proponent shall defend, indemnify and save harmless the Municipalities and their elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the proponent, their directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the proponent in accordance with this Contract, and shall survive this Contract. The proponent agrees to defend, indemnify and save harmless the Municipalities from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the bidder's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the proponent in accordance with this Contract, and shall survive this Contract.

#### **1.2.5 Municipal Freedom of Information and Protection of Privacy Act**

The Municipalities are subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended with respect to, and protection of, information under its custody and control. Accordingly, all documents provided to the Municipalities in response to this RFP may be available to the public unless the party submitting the information requests that it be treated as confidential. All information is subject to Municipal Freedom of Information and Protection of Privacy Act and may be subject to release under the Act, notwithstanding the Proponent's request to keep the information confidential.

#### **1.2.6 Proposal Validity**

Proposals shall remain valid and open for acceptance by the Municipalities for a period of sixty (60) calendar days, following the due date for receipt of proposal

#### **1.2.7 Rejection of Proposals**

Bids will be rejected for any of the following:

- a) bid received after the due date/time ;
- b) incomplete bid;
- c) envelope not identifying Proposal for Auditors and/or Treasurer;
- d) proposal requirements not being met;
- e) informal proposal.

#### **1.2.8 Right to Award**

The Municipalities, each as separate entities, reserve the right to award this RFP to any, or none, of those firms that submit a proposal. Regardless of the decision to award, or not to award this RFP, the prospective firms are responsible for all costs incurred in the preparation of its proposal. The lowest, or any bid, will not necessarily be accepted.

#### **1.2.9 Statement of Confidentiality**

Consultants may submit proposals containing a "Statement of Confidentiality". However, this statement **must** indicate that the proposal can be reviewed by any staff of the Municipalities, the Municipalities' Council members, representatives, or contractors employed by the Town including an independent third party Consultant

contracted by the Municipalities solely for the purpose of reviewing the proposal. Any deviation may cause the proposal to be deemed ineligible.

#### **1.2.10 Errors or Omissions**

It is understood and acknowledged that while the scope of work within this RFP lists the specific types of services to be provided, it should not be considered a complete and comprehensive list. Minor items not herein specified but obviously required shall be provided as if specified. Any misinterpretation of requirements within this proposal bid shall not relieve the bidder of the responsibility of providing the services as aforesaid.

#### **1.2.11 Conflict of Interest**

It is understood and acknowledged that the selected firms will be required to declare conflict of interests on a per assignment basis prior to accepting the work, and shall not take on other assignments that may pose a conflict of interest while working for the Town on existing assignments.

#### **1.2.12 Term of Engagement**

It is expected that the successful firm will be the auditors for a period of three years with an option to renew for a further two year term as mutually agreed upon by both parties. The appointment of the auditor may be terminated immediately without penalty by the Municipalities if the proponent fails to perform in accordance with the request for proposal and the proponent's proposal submission, the fee charged or any other elements of the service provided.

During the term of the engagement, the auditor's performance will be evaluated based on the following criteria:

- a) adherence to proposed fees;
- b) persons assigned to the audit;
- c) on-site participation of the audit senior;
- d) performance in the manner proposed; and
- e) completion of audit within established deadlines.

## 2.0 PROPOSAL SUBMISSION

### 2.1 Applicable Expertise and Resources

- Satisfactory evidence that the partners are licensed under the *Public Accounting Act, 2004*;
- Indicate compliance with Section 296 of the *Municipal Act, 2001*.

### 2.2 Technical Requirements and Related Experience

- Profile of the firm, including other audit assignments and clients; resource and support services available (i.e. income tax advice, HST, taxation, pension reform, internal audit, cash management, computer systems, federal /provincial budgets, etc.); particular strengths of the audit;
- An outline of the audit techniques to be utilized and procedures for reviewing the audit work and the financial statements;
- Information as to the location of the office which would be responsible for the audit, the names of the partner, manager, and senior staff who will be assigned to the audit if the firm is selected. Continuity of staff will be given a high priority and this must be so indicated;
- Experience in municipal audits of the partner, manager/supervisor, and senior staff assigned to the audit including years on each job and their position on each audit;
- Describe the role of each member of the audit team assigned to the audit including staff in specialized areas such as computer auditing, tangible capital assets or commodity tax specialists;
- Provide a list of the firm's current and former municipal clients indicating the types of service performed and the number of years served for each client. Please provide the names and contact information of senior staff of these municipalities that may be contacted as references;
- Provide evidence that the firm has experience in auditing comparable municipalities, in terms of both population and breadth of services;
- Firms must demonstrate that they have sufficient expertise, resources and support services available to perform the audits consistently from one year to the next, in an expeditious manner and within the required time frames;
- A satisfactory clearance certificate from the Workplace Safety and Insurance Board (WSIB) stating that all assessments or compensation payable to the WSIB have been paid;
- Verification of Professional Liability Insurance in an amount not less than \$2,000,000 on a per occurrence basis and General Liability Insurance in an amount not less than \$5,000,000 on a per occurrence basis. The successful proponent must ensure the Town is an additional named insured on the General Liability Insurance;
- Ontario Regulation 191/11 made under the Accessibility for Ontarians with Disabilities Act, 2005;
- Bill 168, Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009;
- References.

### 2.3 Fees

A listing of the proposed fees for each Municipality for each of the three (3) years must be included with your proposal. The years to be included are:

Year end December 31, 2021  
Year end December 31, 2022  
Year end December 31, 2023

Also included should be an indication as to how fees for special audit work would be billed.

## 2.4 Other Considerations

Please include any other items, not covered in the previous sections, which will identify why your firm should be selected. Information should be included in the proposal regarding any advisory services which may be available to the municipality free of charge on routine matters.

E-mail will be used extensively for the review of documents and for transmitting information. It is expected that the successful firm for each practice area will have the appropriate technology in place and be fully conversant with electronic document editing/tracking and e-mail capabilities.

## 2.5 References and Related Experience

- Provide evidence that the firm has experience in auditing comparable municipalities.
- Outline the type(s) of service performed and the number of years served for each client.
- Please provide the names and phone numbers of senior staff of these municipalities that may be contacted as references.

## 2.6 Proposed Fees

A listing of proposed fees for each Municipality for each of the three (3) years ending December 31, 2021, 2022 and 2023 must be included with your proposal

Estimated fees for year four (2024) and year five (2025) should also be included should a Municipality wish to consider the possibility of an extension for an additional two (2) years subject to satisfactory performance. Fees should include all out-of-pocket expenses.

## 2.7 Volume Discount

All six (6) municipalities and/or several of the Municipalities may choose to award to a single proponent, if a volume discount is offered, and when the volume discount is applied to the evaluation matrix, results in the highest scoring. To clarify, a municipality may not necessarily choose the lowest qualified proponent. Bidders may choose to enter a volume discount but this discount is not mandatory. A volume discount is to be completed to identify any cost savings to each Municipality should the same Auditor be chosen for each of the Municipalities. If the bidder chooses not to offer a volume discount, N/A should be entered in the pricing table. Awarding of all bids is contingent upon Council approval.

***A SAMPLE fee submission table is attached as Schedule 1 to this RFP.***

**2.8 Proponent Declaration**

- 2.8.1 The Proponent has carefully examined the RFP Document and understands and accepts the conditions set out therein.
- 2.8.2 The Proponent declares that no person, partnership or corporation other than the Proponent has any interest in this request for services or in the proposed contract for which this submission is made.
- 2.8.3 The Proponent further declares that this submission is made without any connection, comparison of figures or arrangement with or knowledge of any other person, partnership or corporation making a submission for the same work and is in all respects made without collusion or fraud.
- 2.8.4 The Proponent offers to provide all services as outlined in the Statement of Work for the prices set forth in the submission documents.
- 2.8.5 This proposal shall be irrevocable for a period of sixty days following the date of the RFP Closing.

The undersigned affirms that he/she is duly authorized to submit this proposal.

PROPONENT'S SIGNATURE AND SEAL: \_\_\_\_\_

(I have authority to bind the company)

POSITION: \_\_\_\_\_

WITNESS: \_\_\_\_\_

(If not under seal)

POSITION: \_\_\_\_\_

(If Corporate Seal is not available, documentation should be witnessed)

DATED \_\_\_\_\_ AT THE \_\_\_\_\_

(City/Town)

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2021.



### **3.0 INSTRUCTIONS FOR BIDDING AND PROPOSING**

#### **3.1 Submission Requirements**

Submission packages shall include at least seven (7) copies of the complete response not to exceed 10 pages (8x10) single spaced and single sided, 12 point font size.

#### **3.2 Deadline for Proposal Submission**

All proposals must be received in sealed envelopes no later than **2:00 p.m. on Thursday, July 15<sup>th</sup>, 2021**, identifying the proponent's name, and clearly marked "AUDIT SERVICES RFP", with same forwarded to:

**Allison Vereyken**, Clerk/Treasurer  
Township of Admaston/Bromley  
477 Stone Road  
Renfrew, ON  
K7V 3Z5

Proposals shall be time and date stamped on the exterior of the unopened envelope when received. Once received, the Proposals become the property of the Municipalities and shall be kept in safekeeping by the Treasurer. Proposals received after the closing time and date shall be returned unopened to the bidder. The number of bids received and the names of the bidders shall not be divulged prior to the Proposal opening.

Proponents are solely responsible for ensuring that their Proposal is received and time stamped before the date and time stated above. The official time is solely determined by the Township of Admaston/Bromley Clerk or designate. Late submissions will not be accepted. Proposals received after the stipulated tender closing date and time will be returned unopened.

#### **3.3 Contact Information**

**Allison Vereyken**, Clerk/Treasurer is the contact for questions regarding all the Municipalities during the submission process. Ms. Vereyken can be contacted as follows:

email: [avereyken@admastonbromley.com](mailto:avereyken@admastonbromley.com)  
telephone: (613) 432-2885

To ensure fairness to all proponents, any and all questions that require detailed clarification or that may materially alter this RFP document shall be submitted in writing (email form is acceptable) no later than three (3) business days prior to the closing date.

In the event that questions/responses to this RFP require amendments or modifications to the original document, such amendments shall be provided to all proponents by way of email.

#### **3.4 Instruction to Proponents**

Except as expressly and specifically permitted in these Instructions, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

#### **3.5 Payment**

The total annual fee submitted by Proponents for the services specified in this Request for Proposal shall serve as the basis of payment for same in any resulting contract for the purchase thereof. The contract price may be invoiced at time of completion of each major area of work and shall be payable net 30 days on receipt of invoice, or the acceptance of the goods and services, whichever date is later.

## 4.0 PROPOSAL REVIEW AND EVALUATION

### 4.1 REVIEW

Proposals will be reviewed in detail and scored by the Municipalities' staff on an individual basis. During the proposal review, the review team reserves the right to clarify any issues during the entire evaluation process. The Municipalities are not required to all choose the same proponent. Each Municipality has the ability to evaluate and accept/award a proposal of their choice.

### 4.2 EVALUATION

The proposal will be evaluated based on, but not be limited to, the following information:

Criteria	Points
<b>Technical Requirements and Related Experience (as outlined in 2.2)</b>	30
<b>Overall impression including the quality of the proposal and/or presentation</b>	5
<b>References</b>	5
<b>Proposed Fees</b>	60
<b>TOTAL</b>	<b>100</b>

**Schedule 1 – *SAMPLE* fee submission table**

**ANNUAL AUDIT SERVICES:** *note if applicable enter the # of Municipalities required to participate for volume discount to apply.*

<b>ADMASTON/BROMLEY</b>	<b>TOTAL FEE (before applicable taxes)</b>	<b>Volume Discount based on ____ or more Municipalities choosing same Auditor</b>	<b>TOTAL FEE (before applicable taxes and after Volume Discount)</b>
Year End 31 December 2021	\$	\$	\$
Year End 31 December 2022	\$	\$	\$
Year End 31 December 2023	\$	\$	\$
Year End 31 December 2024 (Estimated-subject to extension)	\$	\$	\$
Year End 31 December 2025 (Estimated-subject to extension)	\$	\$	\$
<b>GREATER MADAWASKA</b>	<b>TOTAL FEE (before applicable taxes)</b>		
Year End 31 December 2021	\$	\$	\$
Year End 31 December 2022	\$	\$	\$
Year End 31 December 2023	\$	\$	\$
Year End 31 December 2024 (Estimated-subject to extension)	\$	\$	\$
Year End 31 December 2025 (Estimated-subject to extension)	\$	\$	\$
<b>HORTON</b>	<b>TOTAL FEE (before applicable taxes)</b>	<b>Volume Discount based on ____ or more Municipalities choosing same Auditor</b>	<b>TOTAL FEE (before applicable taxes and after Volume Discount)</b>
Year End 31 December 2021	\$	\$	\$
Year End 31 December 2022	\$	\$	\$
Year End 31 December 2023	\$	\$	\$
Year End 31 December 2024	\$	\$	\$

(Estimated-subject to extension)			
Year End 31 December 2025 (Estimated-subject to extension)	\$	\$	\$
<b>MCNAB/BRAESIDE</b>	<b>TOTAL FEE (before applicable taxes)</b>		
Year End 31 December 2021	\$	\$	\$
Year End 31 December 2022	\$	\$	\$
Year End 31 December 2023	\$	\$	\$
Year End 31 December 2024 (Estimated-subject to extension)	\$	\$	\$
Year End 31 December 2025 (Estimated-subject to extension)	\$	\$	\$
<b>RENFREW</b>	<b>TOTAL FEE (before applicable taxes)</b>		
Year End 31 December 2021	\$	\$	\$
Year End 31 December 2022	\$	\$	\$
Year End 31 December 2023	\$	\$	\$
Year End 31 December 2024 (Estimated-subject to extension)	\$	\$	\$
Year End 31 December 2025 (Estimated-subject to extension)	\$	\$	\$
<b>WHITEWATER REGION</b>	<b>TOTAL FEE (before applicable taxes)</b>	<b>Volume Discount based on ___ or more Municipalities choosing same Auditor</b>	<b>TOTAL FEE (before applicable taxes and after Volume Discount)</b>
Year End 31 December 2021	\$	\$	\$
Year End 31 December 2022	\$	\$	\$
Year End 31 December 2023	\$	\$	\$
Year End 31 December 2024 (Estimated-subject to extension)	\$	\$	\$

Year End 31 December 2025 (Estimated-subject to extension)	\$	\$	\$
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## **Appendix A: Township of Admaston/Bromley**

The Township of Admaston/Bromley is located in the picturesque Ottawa Valley, less than an hour west of Canada's capital. A community of 2,935 residents, Admaston/Bromley is a largely agriculture community.

The Township has responsibility for the provision of services to ensure the safety and wellbeing of its residents and ratepayers. The responsibilities for these services are, for the most part, divided into departments with each department managing its expenditures within the approved annual budget allocations.

These departments consist of: General Government (including the Clerk's and Treasury Departments); Fire; Operations and Waste (Public Works); and Planning and Building. Within this departmental structure there are additional responsibilities for other municipal services including council, tourism, by-law enforcement, animal control, etc.

The Admaston/Bromley Public Library operates within the municipal structure in accordance with specific provincial legislation.

The Township's budget for 2021 is approximately \$8,904,119 (including upper tier and education tax levies)

The Township's consolidated financial statements for the last several years can be found on the Township's website: <https://admastombromley.com/>. Upon request, the complete set of financial statements for the past three (3) years will be made available to firms making a submission.

The Township utilizes Munisoft software for their financial functions, including general ledger, accounts payable, accounts receivable, cash receipts, and property tax billings. The Township utilizes Clarity for payroll.

The following financial statement audits are required:

- Consolidated Financial Statements
- Admaston/Bromley Public Library Board Financial Statements
- Douglas Fire Department Financial Statements
- Federal and Provincial Gas Tax Funding Audit Reports

Preparation and completion of the Annual Financial Information Return (FIR) is to be completed by the proponent.

## **Appendix B: Town of Renfrew**

The Town of Renfrew is located in the picturesque Ottawa Valley, less than an hour west of Canada's capital. A community of 8,200 residents, Renfrew is the commercial hub of the area, serving a rural and small town population base of over 25,000.

The Town has responsibility for the provision of services to ensure the safety and wellbeing of its residents and ratepayers. The responsibilities for these services are, for the most part, divided into departments with each department managing its expenditures within the approved annual budget allocations.

These departments consist of: General Government (including the Clerk's and Treasury Departments); Fire; Development & Works (Public Works); and Parks & Recreation. Within this departmental structure there are additional responsibilities for other municipal services including water, wastewater, environmental, planning, building inspection, tourism, by-law enforcement, animal control, etc.

The Renfrew Public Library operates within the municipal structure in accordance with specific provincial legislation.

The Town's budget for 2021 is approximately \$25,500,000 (including upper tier and education tax levies)

The Town's consolidated financial statements for the last several years can be found on the Town's website: [www.renfrew.on.ca](http://www.renfrew.on.ca). Upon request, the complete set of financial statements for the past three years will be made available to firms making a submission.

The Town utilizes Asyst software for their financial functions, including general ledger, accounts payable, accounts receivable, cash receipts, payroll, water/wastewater billings and property tax billings.

The following financial statement audits are required:

- Consolidated Financial Statements
- Renfrew Public Library Board Financial Statements
- Renfrew Downtown Business Association Financial Statements
- Trust Funds Financial Statements
- Federal and Provincial Gas Tax Funding Audit Reports

Assistance in the preparation of the annual Financial Information Return (FIR) and the Consolidated Financial Statements are additional services to be included in your proposal.



## **Appendix C: Township of Whitewater Region**

The Township is situated within the scenic Ottawa Valley and bordered by the Ottawa River, encompassing 538 km<sup>2</sup> in Renfrew County. Highway 17 runs through the community for approximately 39 kilometres. Seven main residential areas exist with vast acres of farmland. According to the 2016 census, the permanent population is over 7,000 with 3,416 permanent dwellings, 2,775 of which are inhabited by usual residents. Previous seasonal population estimates were 3,900. Council is composed of seven members, all elected at large, with a Mayor, Reeve (who also sits on Renfrew County Council), and five councillors. The staff team is comprised of 30 full-time staff, led by a CAO.

The Township has responsibility for the provision of services to ensure the safety and wellbeing of its residents and ratepayers. The responsibilities for these services are, for the most part, divided into departments with each department managing its expenditures within the approved annual budget allocations. These departments consist of: Office of the CAO, Legislative & Protective Services, Finance & Administration, Community Development, Parks & Recreation, and Public Works.

The Township of Whitewater Region Public Library operates within the municipal structure in accordance with specific provincial legislation.

The Township's budget for 2021 is approximately \$16,000,000 including General Operations, Waterworks and Capital.

The Township's consolidated financial statements for the last several years can be found on the Township's website: [www.whitewaterregion.ca](http://www.whitewaterregion.ca).

The Township utilizes iCity (formally Vadim) software for financial functions, including general ledger, accounts payable, accounts receivable, cash receipting, property tax administration, utility administration, budgeting, bank reconciliation, building permit administration, payroll and pet licensing. The Township is implementing Public Sector Digest as our Asset Management software.

The following financial statement audits are required:

- Consolidated Financial Statements (includes Water Works)
- Whitewater Region Public Library Board Financial Statements
- Whitewater Region Historical Society Financial Statements
- Federal and Provincial Gas Tax Funding Audit Reports

Assistance in the preparation of the Financial Information Return (FIR) and the Consolidated Financial Statements are additional services to be included in your proposal.

## **Appendix D: Township of Greater Madawaska**

The Township of Greater Madawaska is located in the picturesque Ottawa Valley, less than an hour west of Canada's capital. A community of 2,518 residents, based on the 2016 census, with approximately fifty percent of ratepayers considered seasonal residents.

The Township has responsibility for the provision of services to ensure the safety and wellbeing of its residents and ratepayers. The responsibilities for these services are, for the most part, divided into departments with each department managing its expenditures within the approved annual budget allocations.

These departments consist of: General Government (including the Clerk's and Treasury Departments); Fire; Operations and Waste (Public Works); Parks and Recreation; and Planning and Building. Within this departmental structure there are additional responsibilities for other municipal services including council, tourism, by-law enforcement, animal control, etc.

The Township of Greater Madawaska Public Library operates within the municipal structure in accordance with specific provincial legislation.

The Township's budget for 2021 is approximately \$10,600,000 (including upper tier and education tax levies)

The Township's consolidated financial statements for the last several years can be found on the Township's website: <https://www.greatermadawaska.com/>. Upon request, the complete set of financial statements for the past three (3) years will be made available to firms making a submission.

The Township utilizes Munisoft software for their financial functions, including general ledger, accounts payable, accounts receivable, cash receipts, and property tax billings. The Township utilizes Clarity for payroll.

The following financial statement audits are required:

- Consolidated Financial Statements
- Township of Greater Madawaska Public Library Board Financial Statements
- Federal and Provincial Gas Tax Funding Audit Reports

Preparation and completion of the Annual Financial Information Return (FIR) is to be included as an option for completion by the proponent.

## **Appendix E: Township of McNab/Braeside**

The Township of McNab /Braeside is located in the picturesque Ottawa Valley, less than an hour west of Canada's capital. It is geographically located between the Town of Renfrew and Town of Arnprior. The Township is a community of 7,178 residents and serves a rural population base.

The Township has responsibility for the provision of services to ensure the safety and wellbeing of its residents and ratepayers. The responsibilities for these services are, for the most part, divided into departments with each department managing its expenditures within the approved annual budget allocations.

These departments consist of: The Office of the CAO (including Clerk and Planning), Finance Department, Fire, Public Works (including Waste Management), Building and Recreation. Within this departmental structure there are additional responsibilities for other municipal services including council, tourism, by-law enforcement, animal control, etc.

The Townships budget for 2021 is approximately \$12,300,000 (including upper tier and education tax levies)

The Townships consolidated financial statements for the last several years can be found on the Townships website: <https://www.mcnabbraeside.com/municipal-services/finance/> Upon request, the complete set of financial statements for the past three years will be made available to firms making a submission.

The Township utilizes iCity (Vadim) software for their financial functions, including general ledger, accounts payable, accounts receivable, cash receipts, building permits, payroll, and property tax billings.

The following financial statement audits are required:

- Consolidated Financial Statements
- Federal and Provincial Gas Tax Funding Audit Reports

Assistance in the preparation of the annual Financial Information Return (FIR) and the Consolidated Financial Statements are additional services to be included in your proposal.

## **Appendix F: Township of Horton**

The Township of Horton is located in the picturesque Ottawa Valley, less than an hour west of Canada's capital. It is geographically located between the Town of Renfrew and Town of Arnprior. The Township is a community of 2,887 residents and serves a rural population base.

The Township has responsibility for the provision of services to ensure the safety and wellbeing of its residents and ratepayers. The responsibilities for these services are, for the most part, divided into departments with each department managing its expenditures within the approved annual budget allocations.

These departments consist of: General Government (including the Clerk's and Treasury Departments); Fire; Transportation and Environmental Services; and Recreation. Within this departmental structure there are additional responsibilities for other municipal services including planning, building inspection, by-law enforcement, animal control, etc.

The Township's budget for 2021 is approximately \$2,500,000 (including upper tier and education tax levies)

The Township's consolidated financial statements for the last several years can be found on the Township's website: [www.hortontownship.ca](http://www.hortontownship.ca). Upon request, the complete set of financial statements for the past three years will be made available to firms making a submission.

The Township utilizes iCity (Vadim) software for their financial functions, including general ledger, accounts payable, accounts receivable, cash receipts, payroll, and property tax billings.

The following financial statement audits are required:

- Consolidated Financial Statements
- Federal and Provincial Gas Tax Funding Audit Reports

Preparation and completion of the Annual Financial Information Return (FIR) is to be included as an option for completion by the proponent.