



**Town of Lac du Bonnet**

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**Request for Proposal**

**for**

**Municipal Auditing Services**

**Request for Proposal No.**

**(RFP No. 2025-07)**

**Issued: December 17, 2025**

**Submission Deadline: January 16, 2026**

## 1. Introduction

The Town of Lac du Bonnet is requesting proposals from qualified firms to provide Municipal Auditing Services and Review Engagement Services for its Controlled Entities, for the fiscal years 2024, 2025, and 2026.

The Town has a December 31<sup>st</sup> year-end.

The Town operates with two (2) current bank accounts and holds thirteen (13) reserve fund accounts.

The Town utilizes the municipal accounting system known as Munisoft.

## 2. Scope of Services

The successful firm will be expected to provide the following services, but not limited to:

- Conduct annual attest audits of the Town's general-purpose financial statements in accordance with Generally Accepted Accounting Standards for Manitoba municipalities and PSAB standards.
- Complete review engagements for each of the Town's Controlled Entities, including:
  - Environmental Options Ltd.
  - Winnipeg River Recreation District
- Consolidate the financial statements of the Town and the Controlled Entities into the Town's annual audited financial statements.
- Review the conversion of the Financial Plan accounting practices to the PSAB-compliant format used in the final audited statements.
- Submit all required audit and financial reports to the Province of Manitoba, including fuel tax and grant-related reporting.
- Prepare and submit an Internal Control Memorandum after year-end, identifying any material weaknesses or concerns related to internal controls, accounting systems, or legal compliance for both the Town and each Controlled Entity.
- Prior to finalizing statements and reports, review audit opinions and findings with the Town's CAO and each Controlled Entity's Board or representative.
- Present the final audited financial statements to Council no later than June 30 of the year following the reporting year, in accordance with Section 190 of The Municipal Act.

All audit and review engagements must be conducted in accordance with Generally Accepted Auditing Standards, including those established by the Canadian Institute of Chartered Accountants and the Public Sector Accounting and Auditing Committee, and must comply with the provisions outlined in Part 6, Division 5 of *The Municipal Act*.

### 3. Submission Requirements

Proposals should include the following details:

- **Company Profile:** Brief overview of the firm, including years of operation, size, and relevant municipal and public sector auditing experience.
- **Project Team:** Identification of key personnel, their roles, qualifications, and past experience with municipal audits and review engagements.
- **References:** A list of at least three (3) municipal clients for whom similar services have been provided, including contact details.
- **Proposed Approach:** A general outline of your audit methodology, including approach to fieldwork, client communications, review engagement processes, and consolidation of entities.
- **Fees:** Detailed fee structure, with separate pricing for:
  - Town Audit
  - Each Controlled Entity's review engagement
  - Any optional or additional services
- **Timeline:** Proposed timeline for audit fieldwork, draft reports, meetings, and final deliverables for each year of the engagement (2024–2026).

### 4. Submission Deadline & Details

- All proposals must be submitted no later than **January 16th, 2026 at 4:00 pm**. Late submissions will not be considered.
- Please submit all Proposals in one of the following manners:
- Confidential email to [cao@townofldb.ca](mailto:cao@townofldb.ca)
- Mail a sealed proposal to Box 339 Lac du Bonnet, MB R0E 1A0
- Drop sealed proposal off at Town of Lac du Bonnet Administrative Office located at 84 Second Street Lac du Bonnet, MB.

### 5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the firm and proposed audit team.
- Demonstrated understanding of municipal and public sector audit requirements.
- Clarity and feasibility of the proposed approach, including understanding of controlled entity consolidation.
- Competitive and transparent fee structure.
- References and past performance.
- Ability to meet the timeline and reporting deadlines.

Shortlisted firms may be invited to make an oral presentation before Council to clarify and expand on their proposals. Final selection rests solely with Council.

## **6. Terms and Conditions**

- The Town of Lac du Bonnet reserves the right to accept or reject any or all proposals.
- The Town is not bound to accept the lowest or any proposal submitted.
- All services provided will be subject to the Town's contractual terms and any relevant legal or regulatory requirements.
- Proposals become the property of the Town and will not be returned.
- The Town will not reimburse any costs incurred in the preparation or submission of a proposal.
- Council reserves the right to award the Town audit and the Controlled Entity review engagements separately or collectively.

## **7. Contact Information**

For more information or clarification regarding this RFP, please contact:

### **Marley Seymour**

Chief Administrative Officer

Town of Lac du Bonnet

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