DISTRICT OF
KENT
AGASSIZ

REQUEST FOR PROPOSAL 2026-12

EXTERNAL FINANCIAL AUDIT SERVICES

Fiscal Years Ending December 31, 2026, 2027 and 2028
with an Option to Extend for 2029 and 2030

RFP No.	2026-12
Date of Issue	September 1, 2026
Closing Date and Time	3:00 PM Pacific Time, Friday, September 25, 2026
Submission Method	Electronic PDF and/or sealed hard copy
Contact	info@kentbc.ca

7170 Cheam Avenue, P.O. Box 70, Agassiz, BC V0M 1A0

1.0 PURPOSE AND ELIGIBILITY

The District of Kent (the “District”) invites proposals from qualified and experienced public accounting firms to provide independent external financial audit services for the District’s fiscal years ending December 31, 2026, 2027 and 2028, with an option for the District to extend the engagement for the fiscal years ending December 31, 2029 and 2030.

The engagement is intended to satisfy the District’s statutory obligations under Division 2 – Audit of Part 6 of the Community Charter.

The successful Proponent will be expected to provide a high-quality, efficient and independent audit; communicate clearly with management and Council; identify significant accounting, internal control and financial reporting matters; and complete the engagement within the timelines required to permit the District to meet its statutory financial reporting obligations.

The successful Proponent must be independent of the District and free from any actual, potential or perceived conflict of interest that could impair the firm’s ability to act as municipal auditor.

All proposals received will be evaluated in accordance with this RFP. The District may shortlist proponents, conduct interviews or presentations, and negotiate an agreement with the preferred Proponent.

1.1 Statutory and Professional Requirements

- Community Charter, Division 2 – Audit, sections 169 to 172.
- Community Charter requirements respecting preparation and submission of annual financial statements, including section 167.
- Canadian Auditing Standards (CAS) and other applicable standards issued by the Chartered Professional Accountants of Canada.
- Public Sector Accounting Standards (PSAS) applicable to local governments in British Columbia.
- All other applicable federal and provincial legislation, professional standards and regulatory requirements.

2.0 DISTRICT BACKGROUND

The District of Kent is a municipality in the Fraser Valley of British Columbia. The District provides a range of municipal services including general government, protective services, transportation, water, sewer, drainage, parks and recreation, and other community services.

The District prepares its financial statements in accordance with Public Sector Accounting Standards applicable to local governments. The financial statements are prepared by the District’s Financial Officer and are presented to Council for acceptance.

Proponents are encouraged to review the District’s publicly available annual reports, audited financial statements, financial plans and other relevant municipal information before submitting a proposal.

2025 Annual Report: https://online.flippingbook.com/view/353105641/

3.0 SCOPE OF SERVICES

The Auditor shall conduct the annual financial statement audit of the District in accordance with Canadian Auditing Standards and applicable requirements of the Community Charter and other legislation. The Auditor shall examine the District's accounting records, financial reporting systems, significant processes and internal controls to the extent considered necessary to express an audit opinion on the financial statements.

3.1 Annual Financial Statement Audit

- Plan and perform an audit of the District's annual financial statements and related schedules.
- Obtain an understanding of the District's operations, governance, accounting policies, financial reporting systems and relevant internal controls.
- Assess audit risks and design audit procedures responsive to identified risks.
- Perform substantive and control-based audit procedures as appropriate.
- Review significant estimates, accounting policies, unusual transactions and other matters requiring professional judgment.
- Complete procedures related to tangible capital assets, debt, reserves, deferred revenue, taxation, grants, payroll, investments, accounts receivable, accounts payable and other material balances and transactions as required by auditing standards.
- Review the financial statement presentation, notes and supplementary schedules for compliance with applicable PSAS requirements.
- Provide the Independent Auditor's Report suitable for inclusion in the District's annual financial statements and addressed to Council.

3.2 Communications and Reporting

- Meet with the Director of Financial Services and other designated staff at the commencement of each audit cycle to confirm the audit plan, timing, information requirements and emerging issues.
- Provide timely communication of significant audit findings, control deficiencies, accounting issues and other matters requiring management attention.
- Provide a management letter or equivalent written report identifying significant findings and recommendations arising from the audit, where applicable.
- Immediately communicate to the Director of Financial Services any matter that could reasonably result in a modified audit opinion or significant qualification, together with the reasons and potential corrective actions.
- Attend a meeting of Council, at no additional cost unless specifically identified in the fee proposal, to present the audited financial statements, auditor's report and significant audit findings.

3.3 Accounting and Reporting Advisory

- Communicate new or amended PSAS, auditing standards and relevant legislative requirements that may affect the District's financial reporting.
- Provide reasonable guidance to District staff regarding implementation of new accounting or auditing requirements as part of the annual engagement.
- Identify significant emerging accounting issues early enough to allow District staff reasonable time to assess and address them before completion of the financial statements.

The Auditor is not expected to assume management responsibility or make management decisions on behalf of the District.

4.0 ANNUAL AUDIT SCHEDULE

The Proponent shall provide a proposed annual audit schedule. The District anticipates the following general timing, subject to annual agreement between the Auditor and the Director of Financial Services:

Activity	Target Timing	District / Auditor Responsibility
Audit planning and risk assessment	October–November	Auditor and District staff
Interim audit / preliminary procedures	October–December	Auditor
Year-end close and financial statement preparation	January–February	District staff
Year-end audit fieldwork	March	Auditor and District staff
Draft financial statements / audit findings	March–early April	Auditor and District staff
Final audit report and Council presentation	Late April	Auditor

The District is required under section 167(4) of the Community Charter to submit its audited financial statements to the Inspector by May 15 each year. The Auditor shall plan the engagement so that the District can meet this deadline.

5.0 RESPONSIBILITIES

5.1 District Responsibilities

- Prepare the annual financial statements and supporting schedules.
- Maintain accounting records and internal controls and make reasonable efforts to prevent and detect fraud and error.
- Provide the Auditor with timely access to records, personnel, minutes, agreements, contracts and other reasonably required information.
- Prepare audit schedules, trial balances, reconciliations and supporting documentation in accordance with an agreed information request list.
- Provide access to relevant systems and records, including electronic records, as reasonably required for the audit.
- Ensure appropriate management personnel are available to respond to audit queries and review proposed financial statements and audit findings.

5.2 Auditor Responsibilities

- Maintain independence and professional objectivity throughout the engagement.
- Plan and perform the audit in accordance with applicable professional standards and legislation.
- Assign appropriately qualified and experienced personnel and provide continuity from year to year where practicable.
- Protect confidential information and comply with applicable privacy legislation.
- Meet the agreed annual audit schedule and promptly communicate any anticipated delay.

- Provide clear, practical and timely communication of significant findings and recommendations.

6.0 PROPOSAL REQUIREMENTS

Proposals should be concise but sufficiently detailed to demonstrate the Proponent's ability to meet the District's requirements. Each proposal must include:

Requirement	Required Response
Covering Letter	State the firm's understanding of the engagement, identify the authorized signing officer and provide contact information.
Firm Profile	Describe the firm, ownership/structure, office responsible for the engagement, relevant services and local/regional presence.
Municipal Audit Experience	Identify current and recent municipal/public-sector audit clients, including size/scope and duration of service. Describe experience with BC local governments and PSAS.
Qualifications and Independence	Confirm the proposed Auditor is qualified under the Community Charter and Business Corporations Act, and provide an independence/conflict declaration.
Audit Team	Identify the engagement partner, manager, senior and other key staff, with brief resumes, designations and relevant municipal audit experience.
Audit Approach	Describe the audit methodology, risk assessment, materiality, use of technology, internal controls approach, communication practices and quality-control procedures.
Implementation and Schedule	Provide a detailed annual schedule and demonstrate how the District's May 15 statutory filing deadline will be met.
Value-Added Services	Identify any additional services, benchmarking, training, technical updates or other value-added services included in the proposed fee.
References	Provide at least three references, including at least two municipal/local government audit clients served within the last three years.
Fee Proposal	Complete Appendix B and clearly identify all-inclusive annual fees, hourly rates for additional services, disbursements and applicable taxes.
Assumptions and Exclusions	Identify all assumptions, exclusions or proposed changes to the RFP.

7.0 PROPOSAL EVALUATION

The District will evaluate proposals based on the following criteria. The District may, at its discretion, request clarification, conduct interviews or presentations, and/or seek references before making its final selection.

Evaluation Criterion	Weight	Considerations
Relevant municipal audit experience	25%	Depth and relevance of BC municipal/public-sector audit experience; PSAS expertise.
Audit team and qualifications	20%	Qualifications, experience, continuity, availability and engagement partner involvement.
Audit approach and service delivery	25%	Understanding of District requirements, audit methodology, communication, schedule and quality control.
References and service quality	10%	Performance on comparable municipal engagements and demonstrated client service.
Fee proposal	20%	Total cost, transparency, predictability and value for money.

Total: 100%

The lowest fee will not necessarily be accepted. The District may consider overall value, quality, experience, risk, service capacity and other factors it considers relevant to its interests.

8.0 MANDATORY REQUIREMENTS

- The Proponent must be authorized to perform the services of a municipal auditor under section 169 of the Community Charter.
- The engagement partner and supervisory personnel must hold appropriate professional accounting designations and relevant audit experience.
- The Proponent must demonstrate municipal or public-sector audit experience, including experience with PSAS.
- The Proponent must confirm independence from the District and disclose any actual, potential or perceived conflict of interest.
- The proposal must be signed by a person authorized to bind the Proponent.
- The proposal must be received by the closing date and time specified in this RFP.
- Appendix B – Pricing Proposal and Appendix C – Certification must be completed and submitted.

9.0 PROPOSAL SUBMISSION

Electronic submissions shall be in PDF format and emailed to info@kentbc.ca. The subject line should read:

"RFP 2026-12 – Financial Audit Services – [Proponent Name]"

Hard copy submissions may be delivered in a sealed envelope clearly marked “RFP 2026-12 – Financial Audit Services” to:

District of Kent
7170 Cheam Avenue
P.O. Box 70
Agassiz, BC V0M 1A0

Proposals must be received no later than 3:00 PM Pacific Time, Friday, September 25, 2026. Late proposals will not be accepted.

Only the Director of Financial Services (mveenbaas@kentbc.ca), or designate, is authorized to communicate with proponents regarding this RFP. Proponents must direct all inquiries to the designated contact. Oral instructions or information received from any other District representative will not be binding unless confirmed by formal addendum.

10.0 ADDENDA AND QUESTIONS

All questions concerning this RFP must be submitted in writing to the District's designated contact. Questions and responses that the District determines should be shared with all proponents will be issued by addendum. Proponents are responsible for ensuring that they have received and reviewed all addenda before submitting their proposal. Each addendum forms part of this RFP.

11.0 GENERAL TERMS AND CONDITIONS

Not a Tender Call: This RFP is not a tender call and does not constitute an offer or an invitation for an offer to contract. The District reserves the right to reject any or all proposals, shortlist proponents, negotiate with a preferred proponent, or cancel the RFP.

No Obligation to Proceed: The District is not obligated to proceed with this RFP or to award a contract. The District may reject any proposal that it considers not to be in its best interests.

Proposal Costs: Proponents are solely responsible for all costs incurred in preparing and submitting a proposal and participating in the RFP process.

Proposal Validity: Proposals shall remain irrevocable and open for acceptance for at least 90 days following the closing date.

Negotiation: If an agreement cannot be negotiated with the preferred Proponent within a reasonable period, the District may terminate negotiations and negotiate with another qualified Proponent or cancel the RFP.

Confidentiality: Proponents shall protect confidential information obtained through the RFP process and, if selected, throughout the engagement. The District is subject to the Freedom of Information and Protection of Privacy Act.

Ownership of Work Product: Financial statements and other documents prepared by the District remain the District's records. Audit working papers remain the property of the Auditor, subject to applicable professional standards and legal requirements.

Subcontracting: The Auditor shall not subcontract material portions of the engagement without the District's prior written consent.

Indemnification: The final agreement will contain appropriate indemnification and limitation provisions acceptable to the District and the Auditor.

Insurance: The successful Proponent shall maintain professional liability/errors and omissions insurance of not less than $1,000,000 per occurrence for the services, or such other amount as may be agreed in the final contract, and provide evidence of coverage upon request.

WorkSafeBC: The successful Proponent shall comply with applicable WorkSafeBC requirements and maintain good standing where required by law.

Laws of British Columbia: Any agreement resulting from this RFP shall be governed by the laws of British Columbia.

Freedom of Information: Records provided to or created by the District in connection with this RFP and resulting contract may be subject to disclosure under applicable freedom of information and privacy legislation.

12.0 CERTIFICATION

By submitting a proposal, the Proponent certifies that it has carefully read and examined this RFP and all addenda; that the information provided is true and complete; that the person signing the proposal is authorized to bind the Proponent; and that the Proponent agrees to comply with the requirements of the RFP and any resulting agreement.

APPENDIX A – RFP SUBMISSION CHECKLIST

- ☐ Covering letter
- ☐ Firm profile and contact information
- ☐ Municipal/public-sector audit experience
- ☐ PSAS and Canadian Auditing Standards experience
- ☐ Independence and conflict-of-interest confirmation
- ☐ Proposed audit team and resumes
- ☐ Audit approach and methodology
- ☐ Annual audit schedule
- ☐ References (minimum three; at least two municipal)
- ☐ Fee proposal (Appendix B)
- ☐ Assumptions/exclusions and proposed RFP modifications
- ☐ Completed and signed Certification (Appendix C)
- ☐ Addenda acknowledged (if applicable)

APPENDIX B – FEE PROPOSAL

Provide an all-inclusive maximum fee for the annual audit services for each fiscal year. Fees should include normal audit planning, interim work, year-end fieldwork, financial statement audit, audit report, management letter/audit findings report and presentation to Council.

Fiscal Year	Audit Fee	Estimated Disbursements	Additional Services Hourly Rate	GST	Total Maximum Fee
Year ending Dec. 31, 2026	$	$	$ / hour	$	$
Year ending Dec. 31, 2027	$	$	$ / hour	$	$
Year ending Dec. 31, 2028	$	$	$ / hour	$	$
Year ending Dec. 31, 2029 – Optional Extension	$	$	$ / hour	$	$
Year ending Dec. 31, 2030 – Optional Extension	$	$	$ / hour	$	$

Proponents shall identify any services that are excluded from the annual maximum fee and provide the hourly rates applicable to additional services requested by the District.

APPENDIX C – CERTIFICATION DOCUMENT

RFP No. 2026-12 – Financial Audit Services

We have carefully read and examined the RFP and all addenda (in applicable) and have conducted such investigations as we consider necessary in preparing this proposal. We certify that the statements made in this proposal are true and complete.

We confirm that the Proponent is qualified to act as municipal auditor under section 169 of the Community Charter, is independent of the District, and has disclosed all actual, potential or perceived conflicts of interest.

We agree that this proposal is irrevocable for 90 days following the closing date and that, if selected and if an agreement is successfully negotiated, the Proponent will enter into an agreement with the District incorporating the requirements of this RFP.

Legal Name of Proponent	
Business Address	
Authorized Signing Officer	
Title	
Telephone / Email	
Signature	
Date	

Acknowledgement of Addenda

We acknowledge receipt of the following addenda, which form part of this RFP:

Addendum #1	Date: ______________________
Addendum #2	Date: ______________________
Addendum #3	Date: ______________________
Addendum #4	Date: ______________________