Request for Expressions of Interest (EOI) - Extended

Municipal Treasurer Professional Services

The Township of Val Rita-Harty is inviting Expressions of Interest from qualified individuals or firms to provide professional Municipal Treasurer services and assist the Township in strengthening and modernizing its financial administration functions.

This opportunity is intended to attract experienced municipal finance professionals who are interested in supporting a progressive northern municipality focused on sustainability, accountability, innovation, and long-term financial resilience.

Council recognizes that the Municipal Treasurer plays a critical role in municipal operations, financial stewardship, strategic planning, taxation, procurement oversight, and legislative compliance. The Township is seeking a professional service model that combines strong financial expertise with practical municipal experience, strategic thinking, and modern administrative practices.

The Township is open to submissions from:

- Individual consultants;
- Municipal finance professionals seeking contract or part-time arrangements; or
- Firms specializing in municipal financial administration and advisory services.

Scope of Services

The role and responsibilities of the Municipal Treasurer are designated and regulated under Section 286 of the Municipal Act, 2001.

The successful proponent may be responsible for providing some or all of the following services:

- Budget development, including annual and multi-year budgeting to support operational and capital planning;
- Financial forecasting and long-term asset and infrastructure planning;
- Oversight of taxation, revenue collection, and cash flow management;
- Financial reporting and monitoring of municipal expenditures and reserves;
- Designing and overseeing financial workflows and administrative controls to ensure accuracy and accountability;
- Ensuring compliance with purchasing and procurement by-laws and applicable legislation;

- Assisting in the development of financial by-laws, policies, and procedures, including taxation and procurement policies;
- Maintaining financial records and audit readiness for external auditors;
- Supporting grant administration, funding applications, and financial reporting requirements;
- Providing strategic financial advice and recommendations to Council and administration;
- Supporting modernization initiatives, including digital finance systems and virtual service delivery; and
- Assisting with organizational planning and financial sustainability initiatives.

Council is open to innovative and flexible service delivery proposals that demonstrate professionalism, efficiency, and value for the municipality.

Qualifications and Requirements

The successful proponent will demonstrate a professional background that combines technical expertise, strategic thinking, leadership, and strong interpersonal skills.

The ideal candidate or firm will demonstrate:

- Experience in Ontario municipal finance and administration;
- Strong knowledge of municipal budgeting, taxation, procurement, and financial reporting;
- An undergraduate degree in Business Administration, Public Administration, Accounting, Finance, or a related field;
- A professional accounting designation or municipal finance certification as an asset;
- A Master's degree in Public Administration or related field as an asset;
- Project management certification as an asset;
- Strong financial awareness and the ability to support budgets, tenders, and operational financial processes;
- Strategic thinking, innovation, problem-solving, and risk mitigation skills;
- Leadership and team support abilities within a municipal environment;
- Political acuity and an understanding of municipal governance structures and Council relationships;
- Strong written, verbal, negotiation, and presentation skills;
- Proficiency in Microsoft Office applications and municipal financial software systems; and
- Strong organizational, project coordination, and workload management skills.

Applicants should also demonstrate familiarity with applicable federal and provincial legislation, municipal standards, and public sector accountability practices.

Submission Requirements

Interested proponents are invited to submit:

- A cover letter or statement of interest;

- A summary of relevant qualifications and municipal experience;
- A proposed service delivery approach;
- Availability and proposed start date;
- A proposed fee structure or pricing model; and
- References or examples of similar municipal work, if available.

Submission Deadline

Expressions of Interest will be accepted until [insert date and time].

Submissions may be sent electronically to:

Expressions of Interest will be accepted until 4:00 p.m. December 10, 2026.

Submissions may be sent electronically to:

E4m Human Resource Team

HR@e4m.solutions

Additional Information

This Expression of Interest is intended to gather information and potential service approaches. The Township reserves the right to accept, reject, or negotiate with any proponent and is not obligated to proceed with any specific proposal or procurement process.

The Township thanks all interested proponents for their interest in supporting the future financial sustainability and governance of Val Rita-Harty.