



North Peace Housing Foundation

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To: The Board of Directors
From: Clayton Bober, Director of Finance
Re: Annual Audit – Auditor Appointments
Date: June 02, 2023

As a requirement of the Alberta Housing Act article 14, it's required that we appoint an auditor for the Foundation. The auditor reports to the Board on the annual financial statements and provides their professional opinion of the finances and operations of the Foundation in accordance to generally accepted accounting standards.

The Board last appointed the accounting firm MNP in 2021 for a two-year term, which ended following the 2022 financial audit. The last RFP the Foundation issued was in 2018 for the 2018-2020 term.

At this time, the Board is required to make a decision regarding the appointment of an auditor for the next term, including the length of the term.

Notes for discussion:

- The appointment of an auditor should be owned by the Board, as the Audit is to ensure the work of the CAO and Administration is accurate and accountable back to the Board.
- Past discussions with other HMB's have suggested an RFP process consisting of an initial term of no less than 4 years, with the ability to extend for up to 3 more years. The Housing Act does not specify any duration of term of an auditor – the only requirement is that we have an auditor.
- Administration will provide to the Board a list of audit firms available to request proposals from. The Board should freely add/remove from this list as they see fit.
- MNP has been providing our audit services for the last 10+ years. Administration has great confidence in their ability, and a strong working relationship has been fostered over the years.

Options for consideration:

1. Direct Administration to prepare an RFP package and list of auditing firms to solicit proposals.
2. Direct Administration to obtain new Terms of Reference from the current auditor, MNP, for consideration of a direct appointment.

Recommendation:

The only recommendation I will provide is on the term of the next appointment – a minimum of 4 years. As above, I believe the Board needs to make this decision without direct influence of Administration.

Thank you for your consideration,

Clayton Bober
Director of Finance