



North Peace Housing Foundation

6780 – 103rd Avenue, Peace River, Alberta T8S 0B6

Tel: (780) 624-2055 Fax: (780) 624-2065

Email: clayton.bober@nphf.ca

To: The Board of Directors

From: Clayton Bober, Director of Finance

Re: Annual Audit – Policy and Auditor Appointments

Date: April 30, 2021

In 2018, North Peace Housing Foundation sent out an RFP request seeking an independent auditor to meet the requirements of the Alberta Housing Act. The terms of reference of this RFP allowed for up to a 3-year term, covering the Annual Audits for 2018, 2019 and 2020. As we have just completed the 2020 audit, the term of the RFP has now lapsed.

It has also come to light that we do not have a corporate policy with respect to the appointment of an auditor. Without a clear policy to guide us, we must look to the practices we have taken in past years. Historically, the auditor appointment was made by Board Motion to continue with an additional term with the incumbent auditing firm, or to go out to tender.

Recommendation: The Board direct Administration to develop a corporate policy around the appointment of the independent auditor for the Foundation. Further to this matter, a decision should be made in the appointment of an auditor for the coming 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.
- The Foundation has previously appointed the auditor on an annual basis. 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 had great confidence in their ability, and a strong working relationship has been fostered over the years.
- The timing of an RFP should be as soon as possible following the completion of the Annual Audit. This would provide any new firm the time to familiarize themselves with the Foundation and our reporting format and requirements.

Thank you for your consideration,

Clayton Bober
Director of Finance