

North Peace Housing Foundation

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Email: tammy.mensa@northpeacehousing.ca

To: The Board of Directors

From: Tammy Menssa, Acting Executive Director, Director of Human Resources and Housing Operations

Date: June 26, 2019

Re: Compliance Review Confirmation

On June 14, 2019, I received confirmation from Dora Fitz, our Housing Advisor with Alberta Seniors and Housing, that our Compliance (Operational) Review will be taking place the week of July 15-19, 2019

Listed below are some key documents that ABSH will be looking for during the review:

What we are looking for
Board minutes or letter that reflects the board member appointment/changes as per your Ministerial Order.
Board meeting minutes from the past 1-2 years.
Policy manual(s), sample of board motions approving / changing policies (within the past 2 years).
Board minutes authorizing who can open/close bank accounts .
Board minutes authorizing who has signing authority for agreements, cheques and other negotiable instruments. We will need to see sample cheques /grant agreements showing as such.
Reporting provided to the board on a regular basis (contents in board packages), such as: <ul style="list-style-type: none">a) Year-to-date vs budgetb) Expenditure listingc) Bank reconciliationd) Vacancy reporte) Accounts receivable
Board minutes approving the recent appointment of an independent auditor for the management body
Documents identifying how the restricted operated reserve funds are invested , if applicable.
Minister letter of approval for any sum borrowed longer than the fiscal year in which the loan was made.
Meeting minutes from tenant meeting(s) within the past year
Current general liability insurance
Current automobile liability insurance , if applicable
Current crime insurance
Inventory records for building contents, including furniture, equipment, supplies and appliances.
Maintenance logbook(s) this can be viewed at the properties during the site walkthroughs.
Records of annual inspections for specialized equipment when applicable; fire (alarm/extinguisher);

elevator; and emergency generator. Please have the last inspection for each building available as required.

Current **waitlist** for all programs. Please also have available the back-up application forms/point scores that inform the waitlists.

Tenant files and tenant rent-roll. We will be reviewing a minimum of 10 per cent of your tenant files. Below is a list of different types of income and scenarios we will need to review. If you can please have a rent role ready and highlight the tenant files that include the following type of calculations:

- Assured Income for the Severely Handicapped (AISH);
- Income Support (IS);
- Student Income in Community Housing;
- Two residents in one senior's self-contained unit;
- A lodge resident file where a refund has been provided.

Upon our arrival we will select the specific files we will be reviewing.

Tentative Schedule:

Monday, July 15, 2019

Housing Staff will be driving to Peace River. If time permits, they will visit Central Office to discuss the process.

Tuesday, July 16, 2019 @ 8:15

Housing Staff will spend the day reviewing documentation and tenant files. Key staff are to be available to assist in locating specific documents or answer questions.

Wednesday, July 17, 2019 @ 8:15

Documentation review will continue, followed by a walkthrough of **Green Valley Apartments and Heritage Tower** common areas and mechanical rooms. If time permits, a tour of some of the Community Housing units in Peace River will follow.

Thursday, July 18, 2019 @ 8:15

After finishing up the documentation review, Housing Staff hope to travel to Grimshaw, Hines Creek, Fairview and Berwyn, and Manning if time permits.

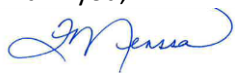
Friday, July 19, 2019 @ 8:15

The exit interview with the Executive Director and Board Chair (or any other Board member if the Chair is unavailable) is scheduled for 9:00 am. The exit interview will consist of findings and recommendations, with a final report to come in the following weeks.

Recommendation:

Accept Alberta Seniors and Housing's proposed Compliance Review schedule as information.

Thank you,



Tammy Menssa

Acting Executive Director, Director of Human Resources and Housing Operations

