

Policy History
<b>Policy No.</b> GV1
<b>Approving Jurisdiction:</b> Board of Governors
<b>Administrative Responsibility:</b> Vice President Finance and Administration
<b>Effective Date:</b> February 5, 2020

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## Selection and Appointment of Auditors Procedure

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### A. DEFINITIONS

1. **Independence:** Where an auditor and/or members of the auditor’s firm remain free of any influence, interest or relationship which, in respect of their engagement as University auditor, impairs or in the view of a reasonable observer, would impair their professional judgment or objectivity.

### B. PROCEDURES

1. The Audit Committee of the Board will recommend the appointment of the external auditors to the Board.
2. Typically, the Audit Committee will call for the competitive bid of the University’s external audit services every three years.
3. The competitive bid process will begin at least 6 months prior to the planned start of the external auditor’s activities for the coming year.
4. The Audit Committee will identify the selection criteria which will include but not be limited to:
  - a. experience of the audit firm with publicly funded institutions;
  - b. experience of the audit firm with post-secondary institutions;
  - c. experience of specific individuals to be assigned to the audit;
  - d. knowledge of current auditing standards and practices;
  - e. independence of the audit firm;
  - f. size of the firm;
  - g. ability of the firm to meet the University’s time requirements;
  - h. estimate of audit hours, billing rates and overall price;
  - i. location of offices; and
  - j. other information as may be determined.

5. Staff will compile a list of audit firms with offices in the lower mainland region, and with experience auditing publicly funded bodies, preferably with experience in auditing post-secondary institutions.
6. The University's Procurement department will manage the competitive bid process, following its prescribed practices, on behalf of the Board.
7. An Evaluation Committee will be appointed by the Audit Committee to review proposals, carry out evaluations, including interviewing prospective audit firm candidates, and make a recommendation to the Audit Committee.
8. The Audit Committee will meet with the Evaluation Committee to review the recommendation process, assess the recommendation and, in turn make a recommendation to the Board of Governors for their approval.
9. The Audit Committee will make its recommendation to the Board of Governors.

## **C. RELATED POLICY**

*GV1 Selection and Appointment of Auditors Policy*