



AUDIT COMMITTEE

MINUTES

Monday, November 21, 2016
5:45 p.m.

Education Centre
Grimsby-Lincoln Room

Present:

Audit Committee Members:	Sue Barnett (for Linda Crouch), Jonathan Fast (Chair), Lons Kushner, Chris Mason, Kevin Maves
Committee Member Regrets:	Linda Crouch
DSBN Administration:	Stacy Veld, Superintendent of Business Services Miranda Schaubel, Senior Financial Analyst
Regional Internal Audit Team:	Jenny Baker
External Auditor:	Lois Ouellette, KPMG
DSBN Trustee Observers:	Diane Chase, Dale Robinson
Recording Secretary:	Brenda Buckingham

CALL TO ORDER AND WELCOME

Chair Jonathan Fast called the meeting to order at 5:45 p.m.

APPROVAL OF THE AGENDA

Moved by: Sue Barnett
Seconded by: Chris Mason

“That the agenda be approved as presented.”

CARRIED UNANIMOUSLY

DECLARATIONS OF CONFLICT OF INTEREST

There were no conflicts of interest declared with respect to matters noted on the agenda.

APPROVAL OF THE MINUTES OF SEPTEMBER 12, 2016

The Minutes were reviewed, and it was

Moved by: Kevin Maves
Seconded by: Chris Mason

“That the minutes of the September 12, 2016, Audit Committee meeting be approved as presented.”

CARRIED UNANIMOUSLY

MOVE TO CLOSED SESSION

Moved by: Chris Mason
Seconded by: Lons Kushner

“That the Committee move into closed session.”

CARRIED UNANIMOUSLY

The Committee moved into closed session at 5:50 p.m.

MOVE BACK TO OPEN SESSION

Moved by: Kevin Maves
Seconded by: Chris Mason

“That the Committee move back into open session.”

CARRIED UNANIMOUSLY

The Committee moved back to open session at 6:40 p.m.

REGIONAL INTERNAL AUDIT TEAM UPDATE

Regional Internal Audit Team Manager Jenny Baker reported on the RIAT’s work undertaken since September 12, 2016.

Audits in progress:

BAS 2000 Data Analytics Fieldwork is in progress

Back-Up Disaster and Recovery A planning meeting is scheduled for November 22nd.

An IT Security audit is scheduled for 2017-18. Risks that can be associated with technology have been identified both by management and the external auditors through the annual audit.

Moved by: Lons Kushner
Seconded by: Sue Barnett

“That the report of the Regional Internal Audit Team be received.”

CARRIED UNANIMOUSLY

REGIONAL INTERNAL AUDIT CONSISTENCY MEASURES

Superintendent of Business Services Stacy Veld reported that, on September 26, 2016, the Ministry of Education released an update on the measures to promote more consistency amongst the various Regional Internal Audit Teams across the province, and provided a summary of the actions undertaken.

The Regional Internal Audit Team Performance Review now has common evaluation forms designed for completion by Audit Committees and the Senior Business Officials, as well as a self-assessment performed by the Regional Internal Audit Manager.

The Regional Internal Audit Mandate was originally released in 2010. The Mandate, which formally defines the purpose, authority and responsibility of the regional internal audit function, has been updated. Audit Committees are asked to review and adopt the mandate on an annual basis.

The third key matter is the extension to June 30, 2017, of the Regional Internal Audit Coordinator's position. The duties of the Coordinator are to facilitate and standardize the efforts and knowledge between the auditors, develop quality assurance and improvement programs, organize professional development and provide support and advise to the audit teams.

The Ministry of Education memo 2016: B10 *Increasing Consistency Amongst Regional Internal Audit Teams* and the revised Regional Internal Audit Mandate were provided to the Committee members for their review.

Moved by: Sue Barnett
Seconded by: Chris Mason

"That the revised Regional Internal Mandate be adopted."

CARRIED UNANIMOUSLY

ANNUAL REPORT TO THE MINISTRY OF EDUCATION

Ontario Regulation 361/10 requires the Audit Committee to provide an annual report to the Ministry of Education confirming the internal audits performed during each fiscal year.

Superintendent Stacy Veld reviewed the report which notes that the Health & Safety internal audit, along with follow-up reviews related to the Special Education, Procure to Pay and School Generated Funds internal audits, were completed in the year ended August 31, 2016. The Ministry of Education also requires the Audit Committee to confirm if any internal enrolment audits are scheduled. Since an internal audit on enrolment was conducted in 2011-12, there are no further enrolment audits scheduled.

Moved by: Lons Kushner
Seconded by: Chris Mason

"That the 2015-16 Annual Report of the Audit Committee be approved for submission to the Ministry of Education."

CARRIED UNANIMOUSLY

NEXT MEETING

The next Audit Committee meeting will take place on Monday, June 12, 2017 at 5:30 p.m.

ADJOURNMENT

The meeting adjourned at 6:45 p.m.

Jonathan Fast
Chair