



AUDIT COMMITTEE

MINUTES

Monday, November 20, 2017
5:30 p.m.

Education Centre
Grimsby-Lincoln Room

Present:

Audit Committee Members: Linda Crouch, Yusuf Essop, Jonathan Fast (Chair),
Lons Kushner, Kevin Maves

DSBN Administration: Stacy Veld, Superintendent of Business Services
Nicky Westlake, Controller of Finance

Regional Internal Audit Team: Jenny Baker, Manager

External Auditors: Lois Ouellette, Partner, KPMG
Scott Plugers, Manager, KPMG

Recording Secretary: Brenda Buckingham, Business Assistant

CALL TO ORDER

Chair Jonathan Fast called the meeting to order at 5:30 p.m.

APPROVAL OF THE AGENDA

Moved by: Lons Kushner

Seconded by: Yusuf Essop

“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 11, 2017

The September 11, 2017, minutes were reviewed, and it was

Moved by: Lons Kushner

Seconded by: Kevin Maves

**“That the minutes of the September 11, 2017, Audit Committee meeting be approved
as presented.”**

CARRIED UNANIMOUSLY

MOVE TO CLOSED SESSION

Moved by: Linda Crouch
Seconded by: Lons Kushner

“That the Committee move into closed session.”

CARRIED UNANIMOUSLY

The Committee moved into closed session at 5:35 p.m.

MOVE BACK TO OPEN SESSION

Moved by: Lons Kushner
Seconded by: Yusuf Essop

“That the Committee move back into open session.”

CARRIED UNANIMOUSLY

The Committee moved back to open session at 6:00 p.m.

REGIONAL INTERNAL AUDIT TEAM UPDATE

Regional Internal Audit Team Manager Jenny Baker reported on the RIAT's work undertaken since September 11, 2017.

Planned Audits:

Repairs and Maintenance: Staff meetings have taken place. The key Facility Services staff contacts are Robert Dunn, Bert Poort, Brian Corish and Elaine Vandenberg. The Terms of Reference for this audit were provided to the Committee. Estimated completion date is April 30, 2018. RIAT member John Forte is executing the audit with Jenny Baker overseeing the project.

Completed Audits Follow-Up**Technology Security & Network Penetration Testing:**

The DSBN IT department staff, in response to recommendations of the Technology Security & Network Penetration Testing audit, have devised detailed action plans and are providing feedback to Jenny Baker on tests done that can confirm what actions have taken place. Jenny noted that this is a complex area and determining how to report back for follow-up purposes was an integral component. A report will be ready in the new year. She was impressed on the progress made by the DSBN ITS department with over 80% of the action plans already addressed.

Other:

An SBO (Superintendents of Business)-Regional Internal Audit Steering Committee meeting was held on October 27th. Stacy Veld represents the DSBN on this committee, along with the other nine senior business officials which make up the West of Central Region for internal audit purposes. Jenny Baker explained that this group meets twice a year with the mandate to assist in the coordination and implementation of the internal audit initiative in the Region and to facilitate discussions and action, where required. At the October meeting, discussion took place on all of the audits, i.e. common risks, successes, putting strong practices together.

Moved by: Linda Crouch
Seconded by: Lons Kushner

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

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 BAS 2000 Data Analytic Review and IT Backup, Disaster & Recovery audits were completed in the year ended August 31, 2017. In addition, the School Generated Funds audit follow-up review was completed and the Information Technology – Network Security & Penetration Testing audit was completed with presentation to the Audit Committee in September, 2017. The report also confirms, for the Ministry's information, that no enrolment audits are scheduled.

Superintendent Veld commented that great work was done by the Regional Internal Audit Team, especially in light of their staffing shortfall this past year.

Moved by: Yusuf Essop
Seconded by: Lons Kushner

“That the 2016-17 Annual Report of the Audit Committee be approved for submission to the Ministry of Education.”

CARRIED UNANIMOUSLY

REGIONAL INTERNAL AUDIT FUNCTION MANDATE

Superintendent Veld explained that the Audit Committee adopted the revised Regional Internal Audit Function Mandate in November 2016, per the Ministry of Education's request. The Mandate formally defines the purpose, authority and responsibility of the regional internal audit function. The Ministry also requests that the Mandate be presented to the audit committee annually and re-signed whenever there is a change in the position of chair or its membership so that all parties are aware of and approve the mandate. With the addition of Yusuf Essop to the Committee, the Mandate was provided to the Committee for their review and will be signed by the appropriate signatories.

Moved by: Lons Kushner
Seconded by: Yusuf Essop

“That the Regional Internal Audit Mandate be adopted for 2017-18.”

CARRIED UNANIMOUSLY

NEXT MEETING

The next Audit Committee meeting will take place on Monday, June 11, 2018 at 5:30 p.m.

ADJOURNMENT

The meeting adjourned at 6:05 p.m.

Jonathan Fast
Chair