



## AUDIT COMMITTEE

### MINUTES

Monday, September 12, 2016  
5:30 p.m.

Education Centre  
Grimsby-Lincoln Room

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**Present:**

**Audit Committee Members:** Linda Crouch, Jonathan Fast, Lons Kushner, Kevin Maves

**Regrets:** Chris Mason

**DSBN Administration:** Rick Werezak, Chief Financial Officer  
Nicky Westlake, Manager of Financial Services

**Regional Internal Audit Team:** Jenny Baker, John Forte

**External Auditors:** Janet Allan and Lois Ouellette, KPMG

**Recording Secretary:** Brenda Buckingham

#### **CALL TO ORDER AND WELCOME**

Chief Financial Officer Rick Werezak called the meeting to order at 5:30 p.m. and welcomed everyone to the first Audit Committee meeting of 2016-17. He then introduced Lois Ouellette who is an Audit Partner at KPMG with over 30 years of experience serving government organizations. Lois has been involved with the DSBN audits for a number of years but will now assume the role of Lead Audit Engagement Partner due to Janet Allan's impending retirement in the coming year. Janet, as Industry Resource Partner, will support Lois until the date of her retirement.

#### **ELECTION OF CHAIR FOR 2016-17**

Rick Werezak explained that Ontario Regulation 361/10 requires Audit Committees to elect a Chair at the first meeting of the new fiscal year and called for nominations for this position. Lons Kushner nominated Jonathan Fast, with Kevin Maves seconding the nomination. No other names were brought forth. Jonathan Fast accepted the nomination and was acclaimed Chair of the Audit Committee for the 2016-17 year.

#### **APPROVAL OF THE AGENDA**

Moved by: Linda Crouch  
Seconded by: Lons Kushner

**“That the agenda be approved as presented.”**

CARRIED UNANIMOUSLY

**DECLARATIONS OF CONFLICT OF INTEREST****2016-17 Declaration**

In accordance with Regulation 316/10, all Committee members are required to complete the Declaration of Conflict of Interest form at the first meeting of the fiscal year and submit their Declarations to the Recording Secretary. In accordance with section 14(3) of the Regulation, if a member or his or her parent, child or spouse derive any financial benefit relating to an item on a meeting agenda, the member shall declare the potential benefit at the start of that meeting and will withdraw from the meeting during any discussion of the matter and shall not vote on the matter.

**Declaration of Conflict of Interest re Agenda Matters**

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

**AUDIT COMMITTEE SELF-ASSESSMENT**

Ontario Regulation 361/10 requires all Audit Committees to conduct a yearly self-assessment using a prescribed format. All Committee members were provided with the form and will submit their response to the recording secretary. The responses will be kept on file in the office of the Superintendent of Business. Should there be any issues noted, they will be brought to the November Audit Committee meeting for discussion.

**APPROVAL OF THE MINUTES OF JUNE 13, 2016**

The minutes of the June 13, 2016, open session meeting were reviewed, and it was,

Moved by: Kevin Maves  
Seconded by: Linda Crouch

**“That the minutes of the June 13, 2016, Audit Committee meeting be approved as presented.”**

CARRIED UNANIMOUSLY

**MOVE TO CLOSED SESSION**

Moved by: Linda Crouch  
Seconded by: Lons Kushner

**“That the Audit Committee move into closed session”.**

CARRIED UNANIMOUSLY

The Committee moved into closed session at 5:45 p.m.

**MOVE BACK TO OPEN SESSION**

Moved by: Lons Kushner  
Seconded by: Kevin Maves

**“That the Audit Committee move back into open session.”**

CARRIED UNANIMOUSLY

The Committee moved back to open session at 6:10 p.m.

**REGIONAL INTERNAL AUDIT TEAM (RIAT) UPDATE**

Jenny Baker, Regional Internal Audit Manager, provided the Committee with an update on the work at the District School Board of Niagara undertaken by the Regional Internal Audit Team since June 13, 2016, as detailed below.

**Audits Completed**

The School Generated Funds follow-up audit is now complete.

**Audits in Progress**

The BAS Data Analytics audit is progressing as planned, with the analytic routines completed and a preliminary to present the results to management was held with a follow-up meeting being scheduled.

**Other**

- i) In response to the Ministry of Education's memo B10 on Increasing Consistency Among Regional Internal Audit Teams, Jenny Baker reported that, over the summer, RIAT Managers worked with the Ministry's School Board Support Branch to identify leading practices, areas for standardization and to design standardized reporting templates. The templates and documents are presently under final review and will be presented to the West of Central Superintendents of Business at their September 16<sup>th</sup> meeting.
- ii) A completed RIAT Education and Training Plan for 2015-16 and planned training for 2016-17 was provided to the Committee. Jenny Baker explained that these plans demonstrate RIAT compliance to the International Standards for the Professional Practice of Internal Auditing standard #1230 – *Continuing Professional Development* and also serve to expand the skill sets of the Auditors, for example in the IT area, which provided benefit in upcoming internal audits.

In response to a question, Jenny confirmed that the Ontario Association of School Business Officials (OASBO) has been working on the creation of a repository for 'best practices'. Templates have been approved, the first being for payroll. The information is ready, however the OASBO website is not quite. She noted that a Board's Senior Business Official must authorize the posting of any best practice associated with their Board.

**NEXT MEETING**

The next Audit Committee meeting will take place on Monday, November 21, 2016 at 5:30 p.m.

**ADJOURNMENT**

The meeting adjourned at 6:15 p.m.

**Jonathan Fast**  
Chair