

AUDIT COMMITTEE

MINUTES

**Monday, September 14, 2015
5:30 p.m.**

**Education Centre
Grimsby-Lincoln Room**

Present:

Audit Committee Members:	Linda Crouch, Jonathan Fast, Lons Kushner, Chris Mason, Kevin Maves
DSBN Administration:	Stacy Veld, Superintendent of Business Services Rick Werezak, Chief Financial Officer Nicky Westlake, Manager of Financial Services
Regional Internal Audit Team:	John Forte
External Auditor:	Janet Allan, KPMG
Recording Secretary:	Brenda Buckingham

CALL TO ORDER AND WELCOME

The meeting was called to order at 5:30 p.m. Chair Jonathan Fast and Superintendent Stacy Veld welcomed the committee to the first meeting of 2015-16.

APPROVAL OF THE AGENDA

Moved by: Chris Mason
Seconded by: Lons Kushner

“That the agenda be approved as presented.”

CARRIED UNANIMOUSLY

DECLARATIONS OF CONFLICT OF INTEREST

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.

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 combined into one and kept on file in the Superintendent of Business Services' office. Should there be any issues noted, they will be brought to the November Audit Committee meeting for discussion.

CONFIRMATION OF CHAIR FOR 2015-16

Superintendent Veld explained that, due to the 2014 Municipal Elections which resulted in newly appointed DSBN Board members to the Audit Committee, it was necessary to elect a new Chair at the June 2015 meeting. Jonathan Fast was elected Chair at that time to preside over the June meeting and for the 2015-16 fiscal year. Since Ontario Regulation 361/10 requires Audit Committees to elect a Chair at the first meeting of the new fiscal year, the Committee reconfirmed the June motion that Jonathan Fast serve as Chair for the 2015-16 year.

Moved by: Lons Kushner
Seconded by: Chris Mason

“That Jonathan Fast be confirmed Chair of the Audit Committee for the 2015-16 fiscal year.”

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES OF JUNE 15, 2015

Superintendent Veld reviewed the minutes of the June 15, 2015, open session meeting. There were no amendments reported and it was,

Moved by: Linda Crouch
Seconded by: Lons Kushner

“That the minutes of the June 15, 2015, Audit Committee meeting be approved as presented.”

CARRIED UNANIMOUSLY

MOVE TO CLOSED SESSION

Moved by: Chris Mason
Seconded by: Linda Crouch

“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: Chris Mason

“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)

John Forte provided the Committee with the RIAT update. He noted that, by mid-September, RIAT will have audit projects approved by all the Boards regions. There may be a slight delay in expected completion dates due to the resignation of RIAT staff member Nicole Gagnier. Audit timing will be presented to the Committee at their November meeting.

<u>Special Education Audit</u>	A time is being arranged with DSBN staff to meet on the Special Education audit follow-up process.
<u>Procure to Pay Audit</u>	A follow-up will also be scheduled for the Procure to Pay Audit.
<u>Records Management Audit</u>	The Records Management audit is scheduled for the 2015-16 year.
<u>Health & Safety Audit</u>	The Health & Safety audit is also scheduled to take place in 2015-16.

A reassessment of the RIAT's performance practices was conducted to identify opportunities to improve on the delivery of internal audit services. The RIAT education and training plan was also provided to the Committee members, and reviewed by John Forte.

The Ministry of Education released memo 2014-15 SB 19 which included an announcement on several revisions to Ontario Regulation 361/10 governing Audit Committees. This will be addressed later in the meeting.

REGULATION 361/10 – AUDIT COMMITTEES

As reported earlier in the meeting by John Forte, Ontario Regulation 361/10 has been amended through Ontario Regulation 204/15. The Committee members were provided with a copy of the revised regulation, with the three revisions highlighted. Superintendent Stacy Veld noted that the amendments better align the reporting requirements with the Ministry's information requirement.

The first amendment deals with the election of committee chairs. The position may now be filled by any member of the committee and not be exclusive to a board trustee serving on the committee.

The second amendment refers to the acceptance of the external auditor's plan by the Board. This is not a change in past practice for the DSBN, but is now set out in the Regulation.

The third amendment deals with the content of the annual reports with respect to work done or planned by the internal auditors. Again, this information has been provided in the past reports but is now set out in the Regulation.

NEXT MEETING

The next Audit Committee meeting will take place on Monday, November 23, 2015 at 5:30 p.m. In Jonathan Fast's absence, Chris Mason will chair the meeting.

ADJOURNMENT

The meeting adjourned at 6:20 p.m.

Jonathan Fast
Chair