

Audit Committee

AGENDA

April 23, 2019 – 6:30 pm

Meeting Location: Stormont Room, Board Office Administrative Building
225 Central Ave. West, Brockville, Ontario K6V 5X1

School Board Members: David McDonald, John McCrea, Corina Parisien, John McAllister

External Members: Nigel White

Administration: Stephen Sliwa-Director of Education, Diana Kingston-Comptroller of Finance, Kristi Carter-Recording Secretary

Guests: Genevieve Segu-Regional Internal Audit Manager (RIAT), Pasquale L’orfano-Regional Internal Auditor (RIAT), Roger Richard-Senior Business Consultant

Regrets: Craig Fowler-External Member, Robert Backstrom-Superintendent of Business

AGENDA ITEM		NOTES
A1	Call to Order	
A2	Approval of Agenda April 9, 2019 moved to April 23, 2019 – Meeting No. 38	
A3	Conflict of Interest Declaration(s)	
A4	Approval of Minutes – OPEN SESSION February 12, 2019 moved to March 20, 2019 – Meeting No. 37	OPEN SESSION Minutes Attached
A5	Move into CLOSED SESSION	
A6	Report from CLOSED SESSION	
A7	❖ Adjournment Next Meeting: June 11, 2019	

David McDonald
Chair, Audit Committee

Stephen Sliwa
Director of Education

UPCOMING AGENDA & ACTION ITEMS		TIMELINE
1.	2019-20 Meeting Dates	June 2019
2.	2018-19 External Audit Plan – Executive Summary	June 2019
3.	Election of Chair	September 2019
4.	Proposed Ministry Report to Board	November 2019

Audit Committee
Minutes of March 20, 2019
OPEN SESSION
Meeting No. 37

The meeting was held at the Upper Canada District School Board Office, 225 Central Avenue West, Brockville, Ontario.

- School Board Members:** David McDonald (teleconference), John McCrea, Corina Parisien, John McAllister (via teleconference)
- External Members:** Nigel White, Craig Fowler
- Administration:** Stephen Sliwa-Director of Education, Diana Kingston-Comptroller of Finance, Kristi Carter-Recording Secretary
- Guests:** Phil Dawes-Superintendent of District Alignment, Deanna Perry-Superintendent of Schools, David Coombs-Superintendent of Schools, Jeremy Hobbs-Superintendent of HR and Operational Services, Genevieve Segu-Regional Internal Audit Manager (RIAT), Pasquale L'orfano-Regional Internal Auditor (RIAT), Richard Onley-Senior Business Consultant
- Regrets:** Robert Backstrom-Superintendent of Business;

A1	Meeting was called to order by S. Sliwa, Director of Education and Secretary of Board, at 6:42 p.m.
A2	<u>Membership</u> Welcome and introduction of Committee Members. S. Sliwa introduced the Trustees and External Members of the Audit Committee. G. Segu introduced herself as our new Regional Internal Audit Team Manager, and her colleague Pasquale l'Orfano, a RIAT auditor.
A3	<u>Approval of Agenda</u> Moved by N. White, seconded by D. McDonald, that the agenda for the March 20, 2019, Meeting No. 37 be approved. <p align="right">Carried.</p>
	<u>Election of Chair</u> S. Sliwa presided over the election. There were no nominations submitted in advance of the meeting. D. McDonald self-nominated, which was seconded by C. Parisien. S. Sliwa called 3 times for further nominations. With none received, D. McDonald was declared Chair. D. McDonald requested C. Parisien to act as chair for this meeting only, as D. McDonald was attending via teleconference.
A4	<u>Conflict of Interest Declaration(s)</u> No conflict of interest declarations were received.
A5	<u>Approval of Minutes – OPEN SESSION</u> Moved by D. McDonald, seconded by N. White, that the minutes for the November 12, 2018, Meeting No. 36 be approved. <p align="right">Carried.</p>
A6	<u>Regional Internal Audit</u> G. Segu introduced herself as the new Manager for our region with the Regional Internal Audit Team (RIAT). RIATs were initiated in 2010 by the Ministry of Education, with 7 RIATs established across Ontario. Each team has a portfolio of school boards. RIAT Managers directly report to all school board Audit Committees, but also report administratively to a host board (for our region, the host board is the Ottawa Catholic School Board). Each year, an internal audit plan is presented for the 2 audits conducted each year. Historically, RIAT visits the school board for an audit and assures standards are being met, gaps are identified, and recommendations are made. G. Segu is looking to bring a risk management perspective to our audit plan that is broader than just financial and insurance risks.

**Audit Committee
Minutes of March 20, 2019
OPEN SESSION
Meeting No. 37**

A7	<p><u>Move into CLOSED Session</u> Moved by J. McCrea, seconded by C. Fowler, that the Upper Canada District School Board Audit Committee move into Closed Session ~ March 20, 2019.</p> <p style="text-align: right;">Carried.</p>
A8	<p><u>Rise and Report</u></p> <p>The Upper Canada District School Board received reports and discussed the following:</p> <ul style="list-style-type: none"> • Regional Internal Audit Update • Policy Related Matters – Compliance Plans and Status Reports
A9	<p>❖ Adjournment ❖ Next Meeting – April 9, 2019</p> <p>Moved by J. McCrea, seconded by C. Fowler, that the Upper Canada District School Board Audit Committee adjourn at 8:30 pm.</p> <p style="text-align: right;">Carried.</p>

**David McDonald
Chair, Audit Committee**

**Stephen Sliwa
Director of Education**

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**Audit Committee
OPEN SESSION**

April 23, 2019 – 6:30 pm

Item A5	Move into CLOSED SESSION
Recommendation	THAT the Upper Canada District School Board Audit Committee moves into CLOSED SESSION ~ April 23, 2019

**Audit Committee
OPEN SESSION**

April 23, 2019 – 6:30 pm

Item A6	REPORT FROM CLOSED SESSION
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**Audit Committee
OPEN SESSION**

April 23, 2019 – 6:30 pm

Item A7	ADJOURNMENT
Recommendation	THAT the Upper Canada District School Board Audit Committee adjourn ~ April 23, 2019