

Audit Committee

AGENDA

November 9, 2020 – 6:00 pm

Meeting Location: Via Microsoft Teams due to COVID-19 pandemic

- School Board Members:** David McDonald, John McCrea, Corina Parisien, John McAllister
- External Members:** Nigel White, Craig Fowler
- Administration:** Stephen Sliwa-Director of Education, Jeremy Hobbs-Executive Superintendent of Business Services, Diana Kingston-Comptroller of Finance, Kristi Carter-Recording Secretary
- Guests:** Genevieve Segu-Regional Internal Audit Manager (RIAT), Pasquale L’orfano-Regional Internal Auditor (RIAT), Annick Blanchard-External Audit Partner (BDO Canada), Paul Gillespie-External Audit Manager (BDO Canada)

Regrets:

AGENDA ITEM		NOTES
A1	Call to Order	
A2	Approval of Agenda November 9, 2020 – Meeting No. 46	
A3	Conflict of Interest Declaration(s)	
A4	Approval of Minutes – OPEN SESSION September 15, 2020 – Meeting No. 45	OPEN SESSION Minutes Attached
A5	Regional Internal Audit Update	OPEN SESSION Report
A6	Move into CLOSED SESSION	
A7	Report from CLOSED SESSION	
A8	Proposed Ministry Report to Board	OPEN SESSION Report
A9	❖ Adjournment Next Meeting: February 9, 2021	

David McDonald
Chair, Audit Committee

Stephen Sliwa
Director of Education

UPCOMING AGENDA & ACTION ITEMS		TIMELINE
1.	2021-22 Meeting Dates	June 2021
2.	2020-21 External Audit Plan – Executive Summary	June 2021
3.	Election of Chair	September 2021
4.	Proposed Ministry Report to Board	November 2021

Audit Committee
Minutes of September 15, 2020
OPEN SESSION
Meeting No. 45

The meeting was held virtually via Microsoft Teams due to the COVID-19 pandemic.

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

External Members: Craig Fowler

Administration: Stephen Sliwa-Director of Education, Jeremy Hobbs-Executive Superintendent of Business Services, Diana Kingston-Comptroller of Finance, Kristi Carter-Recording Secretary

Guests: Marsha McNair-Superintendent of Schools, Deanna Perry-Superintendent of Schools, David Coombs-Superintendent of Schools, Dennis Koluk-Health & Safety Specialist, Karen Thompson-Records Management Specialist, Pasquale L'orfano-Regional Internal Auditor (RIAT)

Regrets: Nigel White-External Member, Genevieve Segu-Regional Internal Audit Manager (RIAT)

A1	Meeting was called to order by D. McDonald, Chair, at 6:00 p.m.
A2	<u>Approval of Agenda</u> Moved by J. McCrea, seconded by C. Parisien, that the agenda for the September 15, 2020, Meeting No. 45 be approved. Carried.
	<u>Election of Chair</u> <ul style="list-style-type: none"> • J. Hobbs presided over the election. • No nominations were received in advance of the meeting. • Nominations from the floor were called 3 times, with D. McDonald being nominated by both J. McAllister and C. Parisien. • No other nominations were received. Moved by J. McCrea, seconded by C. Parisien, THAT nominations be closed for the position of Chair. Carried. <ul style="list-style-type: none"> • D. McDonald was acclaimed Chair of the Audit Committee.
A3	<u>Conflict of Interest Declaration(s)</u> No conflict of interest declarations were received.
A4	<u>Approval of Minutes – OPEN SESSION</u> Moved by C. Fowler, seconded by J. McCrea, that the minutes for the June 9, 2020, Meeting No. 44 be approved. Carried.
A5	<u>Regional Internal Audit Update</u> <ul style="list-style-type: none"> • P. L'Orfano, Regional Internal Auditor, presented the Regional Internal Audit Team's (RIAT's) annual update on internal audit activities, which included RIAT's mandate and purpose, statement of independence, organizational structure, staffing, professional development, and quality assurance, as well as the review of the 2019-20 annual plan. • The approved 2019-20 mandate was included as an appendix to the report. Moved by C. Fowler, seconded by C. Parisien, THAT the Upper Canada District School Board Audit Committee receive for information the 2019-20 Annual Report on Internal Audit Activities. Carried.

Audit Committee
Minutes of September 15, 2020
OPEN SESSION
Meeting No. 45

A6	<p><u>Move into CLOSED Session</u> Moved by J. McAllister, seconded by C. Fowler, that the Upper Canada District School Board Audit Committee move into Closed Session ~ September 15, 2020.</p> <p align="right">Carried.</p>
A7	<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"> • Policy Related Matters – Monitoring Compliance Plans and Status Reports • Regional Internal Audit Update • 2019-20 Audit Committee Self-Assessment • 2019-20 Evaluation of Regional Internal Audit Team
A8	<p>❖ Adjournment ❖ Next Meeting – November 9, 2019</p> <p>Moved by J. McCrea, seconded by C. Fowler, that the Upper Canada District School Board Audit Committee adjourn at 7:00 pm.</p> <p align="right">Carried.</p>

David McDonald
Chair, Audit Committee

Stephen Sliwa
Director of Education

Subject:	Regional Internal Audit Update	
Presented by:	Geneviève Segu, Regional Internal Audit Manager Pasquale L'orfanio, Internal Auditor	
Meeting Date:	November 9, 2020	
Purpose	<p>To provide the Audit Committee with an update from the Regional Internal Audit Manager (RIAM) on the progress of the 2020-21 RIAT work.</p> <p>This report links with Regulation 361/10 in relation to the Audit Committee's duties to the Internal Auditor 9(3) and the Board's Internal Controls 9(2).</p>	
Content	<p>2020-2021 Regional Internal Audit Plan Update</p> <p>The Audit Committee approved the 2020-21 Audit Plan at the September 15, 2020 meeting. The following presents an update on the engagements:</p>	
	Status	Audit & Scope
	Schedule	
In Progress	<p>Strategic Risk Assessment</p> <p>This is a region-wide initiative.</p> <p>The goal is to facilitate the risk assessment at a high level in order to (i) provide Management with a risk register and (ii) align RIAT's work with the main risks identified.</p>	<p>15 Jan 2020: Region-Wide In-Person Workshop</p> <p>26 Oct 2020: Local Virtual Workshop</p> <p>Next Steps: Reporting</p>
In Progress	<p>Cyber Security Review</p> <p>This engagement aligns with the region-wide Strategic Risk Assessment which identified Cybersecurity as both a risk and an opportunity to promote the School Boards ability to safeguard IT systems to protect information and avoid service disruption.</p> <p>The goal of the virtual workshop was to identify business drivers, critical assets, and perform an IT risk assessment.</p> <p>The output will provide the school board with a list of controls to prioritize in the cybersecurity framework.</p>	<p>28 Feb 2020: Presented the project to EOIT Managers.</p> <p>8-9 Oct 2020: virtual workshop</p> <p>Next Steps: Reporting</p>

	In Progress	<p>Follow-up Procedures</p> <p>RIAT continues to follow-up on the remaining recommendations, as they come due.</p>	Ongoing
	Not Initiated	<p>Management Request Engagement</p> <p>To cover any important items that may be required to during the school year.</p>	If Requested
	Not Initiated	<p>Critical Positions Engagement</p> <p>This engagement aligns with the preliminary region-wide Strategic Risk Assessment which identified Succession Planning as one of the top risks in the portfolio.</p> <p>The scope is to provide Management with a current state assessment/inventory of all positions, outside of the schools. Each position is critical, key, support or specialist.</p>	TBD
Recommendation	That the Upper Canada District School Board Audit Committee receives for information this Regional Internal Audit Update.		

**Audit Committee
OPEN SESSION**

November 9, 2020 – 6:00 pm

Item A6	Move into CLOSED SESSION
Recommendation	THAT the Upper Canada District School Board Audit Committee moves into CLOSED SESSION ~ November 9, 2020

**Audit Committee
OPEN SESSION**

November 9, 2020 – 6:00 pm

Item A7	REPORT FROM CLOSED SESSION
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**Audit Committee
OPEN SESSION
Report**

November 9, 2020 – 6:00 pm

Item A8	Proposed Ministry Report to the Board of Trustees
Purpose	<ul style="list-style-type: none"> To provide to Audit Committee the proposed Ministry Report to the Board of Trustees.
Content	<ul style="list-style-type: none"> There is a requirement for the Board of Trustees to review a report for submission to the Ministry of Education no later than January 15, 2021. Below is the proposed draft content: <p style="text-align: center;">Annual Report from the Audit Committee to the Board of Trustees for Submission to the Ministry of Education For the year ended August 31, 2020</p> <p>District School Board Name: Upper Canada Fiscal Year: 2019-20</p> <p>Re: Annual Audit Committee Report to the Ministry of Education as per Ontario Regulation 361/10</p> <p>During the 2019-20 fiscal year, 2 audit(s) or other engagements were started by the regional internal audit team but not completed by August 31st due to the COVID-19 pandemic:</p> <ol style="list-style-type: none"> Strategic Risk Assessment Cyber Security Review <p>The following audit(s) or other engagements were completed in the 2019-20 fiscal year:</p> <ul style="list-style-type: none"> Procurement Gap Analysis – To provide feedback and advice on the Procurement Procedures in relation to all procurement requirements as well as practices at other school boards in the Ontario East region. Follow-up of Audit Recommendations – To obtain assurance that UCDSB Management addressed the recommendations from the original report on the following audits: <ul style="list-style-type: none"> April 2016 – Data Management and Back-Up; March 2018 – Management Reporting and Analysis; March 2018 – Budget Planning and Development; and March 2019 – Enrolment Forecasting. <p>AND</p> <p>Based on the internal audit plan, we do not anticipate any enrolment audits to be performed.</p> <p>On behalf of the Audit Committee,</p> <p>David McDonald Audit Committee Chair</p>
Appendices	None.

**Audit Committee
OPEN SESSION
Report**

November 9, 2020 – 6:00 pm

Recommendation	THAT the Upper Canada District School Board Audit Committee recommends that the Audit Committee Chair submit the report to the Upper Canada District School Board of Trustees at its November 25, 2020 meeting.
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**Audit Committee
OPEN SESSION**

November 9, 2020 – 6:00 pm

Item A9	ADJOURNMENT
Recommendation	THAT the Upper Canada District School Board Audit Committee adjourn ~ November 9, 2020