

Audit Committee
AGENDA

February 13, 2024 – 6:00 pm

Meeting Location: Via Microsoft Teams

School Board Members: David McDonald, Curtis Jordan

External Members: Michael Kavcic, Lisa Taylor

Administration: Ron Ferguson-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), Eric Hardie-Executive Superintendent, Chad Brownlee-Superintendent of HR, Marsha McNair-Superintendent of Schools, Lori Taylor-Human Rights and Equity Lead

Regrets: Patricia Francis-Trustee Member

AGENDA ITEM		NOTES
A1	Call to Order	
A2	Approval of Agenda February 13, 2024 – Meeting No. 62	
A3	Conflict of Interest Declaration(s)	
A4	Approval of Minutes – OPEN SESSION November 6, 2023 – Meeting No. 61	OPEN SESSION Minutes Attached
A5	Regional Internal Audit Update	OPEN SESSION Verbal Report
A6	Move into CLOSED SESSION	
A7	Report from CLOSED SESSION	
A8	❖ Adjournment Next Meeting: April 9, 2024	

David McDonald
Chair, Audit Committee

Ron Ferguson
Director of Education

UPCOMING AGENDA & ACTION ITEMS		TIMELINE
1.	2024-25 Meeting Dates	June 2024
2.	2023-24 External Audit Plan – Executive Summary	June 2024
3.	Election of Chair	September 2024
4.	Proposed Ministry Report to Board	November 2024

**Audit Committee
Minutes of November 6, 2023
OPEN SESSION
Meeting No. 61**

The meeting was held via Microsoft Teams.

School Board Members: David McDonald, John McAllister

External Members: Michael Kavcic, Lisa Taylor

Administration: Ron Ferguson-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), Jessica Devlin-Manager of Accounting Services, Annik Blanchard-External Audit Partner (BDO Canada), Olivier Boies-External Audit Manager (BDO Canada), Michel LaBonté-Trustee, Carole Dufort-Trustee

Regrets: Patricia Francis-Trustee, Curtis Jordan-Trustee

A1	Meeting was called to order by D. McDonald at 6:04 p.m.
A2	<u>Approval of Agenda</u> Moved by M. Kavcic, seconded by L. Taylor, that the agenda for the November 6, 2023, Meeting No. 61 be approved. <p align="right">Carried.</p>
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 L. Taylor, seconded by M. Kavcic, that the minutes for the September 12, 2023, Meeting No. 60 be approved. <p align="right">Carried.</p>
A5	<u>Move into CLOSED Session</u> Moved by M. Kavcic, seconded by L. Taylor, that the Upper Canada District School Board Audit Committee move into Closed Session ~ November 6, 2023. <p align="right">Carried.</p>
A6	<u>Rise and Report</u> The Upper Canada District School Board received reports and discussed the following: <ul style="list-style-type: none"> • 2022-23 Draft Audited Financial Statements • 2022-23 Evaluation of External Auditor Performance • Regional Internal Audit Update • 2022-23 Proposed Annual Detailed Report to the Board of Trustees
A7	<u>Proposed Ministry Report to the Board of Trustees</u> <ul style="list-style-type: none"> • The Committee reviewed and finalized the report. Moved by M. Kavcic, seconded by L. Taylor, that the UCDSB Audit Committee recommends that the UCDSB Board of Trustees approve the Proposed Ministry Report to Board at its November 8, 2023, meeting, and its subsequent submission to the Ministry of Education. <p align="right">Carried.</p>
A8	❖ Adjournment ❖ Next Meeting – Tuesday, February 13, 2024 Moved by L. Taylor, seconded by M. Kavcic, that the Upper Canada District School Board Audit Committee adjourn at 7:29pm. <p align="right">Carried.</p>

**David McDonald
Chair, Audit Committee**

**Ron Ferguson
Director of Education**

**Audit Committee
OPEN SESSION
Report**

February 13, 2024 – 6:00 pm

Item A5	Regional Internal Audit Report
Purpose	<p>To provide the Audit Committee with a report from the Regional Internal Audit Manager, Geneviève Segu, on the 2022-23 Regional Internal Audit activities.</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>G. Segu will provide the committee with a verbal update.</p>
Appendices	
Recommendation	

**Audit Committee
OPEN SESSION**

February 13, 2024 – 6:00 pm

Item A6	Move into CLOSED SESSION
Recommendation	THAT the Upper Canada District School Board Audit Committee moves into CLOSED SESSION ~ February 13, 2024

**Audit Committee
OPEN SESSION**

February 13, 2024 – 6:00 pm

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

February 13, 2024 – 6:00 pm

Item A8	ADJOURNMENT
Recommendation	THAT the Upper Canada District School Board Audit Committee adjourn ~ February 13, 2024