

PEEL DISTRICT SCHOOL BOARD

Minutes of a meeting of the Audit Committee of the Peel District School Board, held in the Brampton Room, the H. J. A. Brown Education Centre, 5650 Hurontario Street, Mississauga, Ontario on Thursday, March 21, 2019, at 14:30 hours.

Members present:

Will Davies
Sue Lawton
Kim Ogryzek

Members absent (apologies received):

David Green
Pradeep Sinha

Also present:

Paula Hatt, Manager, Regional Internal Audit Team

Administration:

Jaspal Gill, Associate Director, Operational Support Services (Executive Member)
Tania Alatishe-Charles, Controller, Finance Support Services (Executive Back-up Member)
Peter Joshua, Director of Education
Renée Lucas, Senior Internal Auditor

Nicole Fernandes, Board Reporter

1. Election of Chair

Associate Director of Operational Support Services, Jaspal Gill, assumed the Chair, and called the meeting to order. He invited nominations for the position of Chair of the Audit Committee.

Kim Ogryzek nominated Trustee Lawton.

There were no further nominations. After observing the standard one minute silence, Trustee Lawton was acclaimed as Chair of the Audit Committee for the 2019-2020 term.

Trustee Lawton assumed the Chair.

2. Approval of Agenda

Item 6.2, Appointment of External Auditor, was circulated.

AC-01, moved by Will Davies, that the agenda, as amended, be approved.

..... carried
2/3rds' majority

3. Declaration of Conflict of Interest

There were no declarations of conflict of interest.

4. Minutes of the Audit Committee Meeting, November 15, 2018

AC-02, moved by Kim Ogryzek, that the Minutes of the Audit Committee meeting, held November 15, 2018, be approved.

..... carried

5. Audit Committee Work Plan - Update

Controller of Finance Support Services, Tania Alatishe-Charles, noted that the Audit Committee Work Plan is a summary of the actions taken by the Audit Committee. She stated that the Chair was elected and the recommendation to appoint the external auditors will be considered at this meeting. She explained that reports on the work of the internal auditor and the Regional Internal Audit Team (RIAT) are brought to the Committee on an ongoing basis. Referring to the requirement for the Committee to meet at least three times in a fiscal year, she stated that this is officially the third meeting in the 2018-2019 fiscal year.

AC-03, moved by Will Davies, that the update report re Audit Committee Work Plan, be received.

..... carried

6. Appointment of External Auditor

Controller Alatishe-Charles reported that, following expiry of Deloitte's term and extension as the Board's external auditors, the Board issued a Request for Quote (RFQ) under the Ontario Education Collaborative Marketplace (OECM). She described the work of the OECM in sourcing pre-approved suppliers for Ontario's education sector, which helps school boards to forego a full RFP process. Pre-approved suppliers for external audit services were Deloitte, BDO, KPMG, and Ernst and Young. Controller Alatishe-Charles reviewed the administrative recommendation that BDO be appointed as external auditors for a total all inclusive fixed fee of \$290,184 for a three year term.

6. Appointment of External Auditor (Continued)

Responding to a member's questions, Controller Alatishe-Charles confirmed that Ernst and Young, and KPMG did not respond to the RFQ. She clarified the rationale for the final evaluation criteria being based only on total price, noting that school boards' external audits have many common elements, and OECM undertakes a vetting process before approving suppliers. She advised that there may be some additional work to support BDO in the initial stages.

AC-04, moved by Kim Ogryzek, that the Audit Committee recommends to the Board:

That, BDO be appointed as external auditors for a three year term, with the option to extend for an additional term of up to five years, with a total all inclusive fixed fee of \$290,184 (including taxes) for the initial term of the contract. (APPENDIX I)

..... carried

7. Internal Audit Services Summary

Renée Lucas, Senior Internal Auditor, noted that the report contains the summary of 15 schools that were audited by the Internal Audit team as per timelines set out Audit Plan. No major deficiencies were found during the audits. She reported that the common audit findings will be brought forward to the September 2019 Committee meeting. In response to Chair Lawton's request, Renee Lucas briefly described the internal audit work done in schools, explaining that the internal auditors review financial activities, such as banking, invoices paid, and school activity fund transactions. The work also includes a review of the enrolment count in order to avoid adjustments during the Ministry audit.

AC-05, moved by Kim Ogryzek, that the report regarding internal audit services summary for the following schools, be received:

- Allan A. Martin Senior Public School
- Agnes Taylor Public School
- Brian W. Fleming Public School
- Brookmede Public School
- Champlain Trail Public School
- Conestoga Public School
- Corliss Senior Public School
- Darcel Avenue Public School
- Green Glade Senior Public School
- Janet I. McDougald Public School
- Mount Pleasant Village Public School
- Ray Underhill Public School
- Riverside Public School
- Sheridan Park Public School
- Thomas Street Middle School

..... carried

8. Question Period

There were no questions.

9. In Committee Session

AC-06, moved by Will Davies, that the Audit Committee moved into In Committee Session (14:45 hours)

..... carried

The Committee moved back into Open Session at 15:20 hours, on a motion by Trustee Davies.

10. Adoption of the In Committee Report

AC-07, moved by Kim Ogryzek, that the report of the In Committee Session re: Minutes of the Audit Committee (In Committee) Meeting, November 15, 2018; Regional Internal Audit Team (RIAT) - Repairs and Maintenance Follow-up Audit Report, and Peel DSB Regional Internal Audit Plan Update, be received, and that the recommendations contained therein, be approved.

..... carried

11. Adjournment

AC-08, moved by Will Davies, that the meeting adjourn (15:20 hours).

..... carried