

June 13, 2019
Audit Committee:lf

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, June 13, 2019, at 15:00 hours.

Members present:

Sue Lawton, Chair
Will Davies
David Green
Kim Ogryzek
Pradeep Sinha

Also present:

Paula Hatt, Senior Manager, Regional Internal Audit Team
Marcus Sconci, External Auditor, BDO
Josh Trigiani, External Auditor, BDO

Administration:

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

Lorelei Fernandes, Board Reporter

1. Approval of Agenda

Item 7.2, Internal Audit Services Summary, was added to the agenda.

AC-09, moved by Kim Ogryzek, that the agenda, as amended, be approved.

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

2. Declaration of Conflict of Interest

There were no declarations of conflict of interest.

3. Minutes of the Audit Committee Meeting, March 21, 2019

AC-10, moved by David Green, that the Minutes of the Audit Committee meeting, held March 21, 2019, be approved.

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4. Audit Committee Work Plan - Update

Controller of Finance Support Services, Tania Alatishe-Charles, reviewed the report. She advised that Paula Hatt has reported on duties related to the Boards' internal controls. She noted that items connected with duties related to the regional internal auditor and the external auditor have been completed, audit committee meetings are being held at least three times per year as required, and summary of audit reports are being received as expected.

AC-11, moved by Pradeep Sinha, that the update report re Audit Committee Work Plan, be received.

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5. Internal Audit Plan 2019-2020

Reviewing the report, Senior Internal Auditor, Renée Lucas, advised that this is the proposed audit plan for the 2019-2020 school year. She noted that a five-year cycle will continue to be maintained for school audits; however, in addition, review services can be requested for areas of concern which are dealt with according to urgency.

AC-12, moved by Will Davies, that the report re Internal Audit Plan 2019-2020, be received.

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6. RIAT Audit Plan Status Update

Paula Hatt reviewed brief background information on Judy Selvadurai, the new RIAT Manager, and advised that the Regional Internal Audit Specialist position is expected to be filled by September 2019. Paula Hatt provided updated information on the status of four areas of work included in the 2018-2019 RIAT Audit Plan: abilities, attendance and wellness; records management and privacy; review of logical security access, data backup and recovery management follow up; risk assessment. She noted that the privacy audit has been outsourced to KPMG, and follow-up engagements for the year will be deferred until the 2019-2020 school year after hiring of the new Chief Information Officer.

AC-13, moved by Kim Ogryzek, that the update report re RIAT Audit Plan Status, be received.

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7. Internal Audit Services Summary

Renée Lucas presented the report. She noted that there were no major deficient findings for the schools audited and corrective actions identified have been responded to. She stated that the audit plan will be complete, with the exception of Louise Arbour Secondary School, which will be carried forward to next year.

AC-14, moved by Pradeep Sinha, that the report regarding internal audit services summary for the following schools, be received:

- Burnamthorpe Public School
- Cherytree Public School
- Credit Valley Public School
- Dolphin Senior Public School
- Edenwood Public School
- Fallingbrook Middle School
- Glendale Public School
- Glenhaven Public School
- Helen Wilson Public School
- Homestead Public School
- Huntington Ridge Public School
- Huttonville Public School
- Kenollie Public School
- Kingswood Drive Public School
- Macville Public School
- Robert H. Lagerquist Senior Public School
- Somerset Drive Public School
- Terry Fox Public School

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8. Audit Committee Meeting Dates 2019-2020

AC-15, moved by Will Davies, that the Audit Committee Meeting Dates 2019-2020, be received.

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9. Question Period

There were no questions.

10. Adoption of the In Committee Report

AC-16, moved by Kim Ogryzek, that the report of the In Committee Session re: Minutes of the Audit Committee (In Committee) Meeting, March 21, 2019, and Regional Internal Audit Team (RIAT) – Risk Assessment Report, be received, and that the recommendations contained therein, be approved.

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11. Adjournment

AC-17, moved by David Green, that the meeting adjourn (15:20 hours).

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