

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 14, 2018, at 14:30 hours.

Members present:

Sue Lawton
Harkirat Singh
Kim Ogryzek

Members absent (apologies received):

David Green
Pradeep Sinha

Also present:

Brad Cross, Manager, Regional Internal Audit Team
Bruce Lowe, Interim Senior Manager, Regional Internal Audit Team (present electronically)

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, School Support Services
Peter Joshua, Director of Education
Renée Lucas, Senior Internal Auditor
Tony Ronca, Internal Auditor

Marina Amin, Board Reporter

1. Election of Chair

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

Trustee Singh 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 2018-2019 term.

Trustee Lawton assumed the Chair.

2. Approval of Agenda

AC-01, moved by Kim Ogryzek , that the agenda be approved.

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3. Declaration of Conflict of Interest

There were no declarations of conflict of interest.

4. Minutes of the Audit Committee Meeting, November 15, 2017

Referring to Item 8 of the Minutes, Audit Committee Report for 2016-2017 to Ministry of Education, a member noted an error in the name of the mover of the motion. The minutes will be amended accordingly.

AC-02, moved by Kim Ogryzek, that the Minutes of the Audit Committee meeting, held November 15, 2017, as amended, be approved.

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

5. Audit Committee Work Plan - Update

Indicating that the Audit Committee Work Plan outlines the work of the Audit Committee, Tania Alatishe-Charles, Controller, Finance Support Services, stated that the Chair was elected today, as required. She advised that the Board's internal controls and the work of the Regional Internal Audit Team (RIAT) will be reviewed at this meeting. She noted that today's meeting fulfills the requirement to hold three meetings in the year. Tania Alatishe-Charles stated that Section 15.1 of the Audit Committee Work Plan speaks to the annual report which will form part of the Board's report to the Ministry. The Regional Internal Audit Team will provide a status update report on the audits conducted.

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

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6. Internal Audit Plan 2018-2019

Renée Lucas, Senior Internal Auditor, reported that the schools listed in the Internal Audit Plan for 2018-2019 were selected based on the 5-year audit cycle. She clarified that the six schools remaining to be audited from last year's list will be audited in fall 2018. Renée Lucas commented on the extended duration of audits due to the learning involved with introduction of School Cash Online, and the volume of paper records.

6. Internal Audit Plan 2018-2019 (Continued)

Tania Alatishe-Charles advised that, with full implementation of School Cash Online in the last fifteen schools in June 2018, there will be significant improvement in auditing time and efficiencies as staff gain confidence with the online cash system.

AC-04, moved by Harkirat Singh, that the report re Internal Audit Plan 2018-2019, be received.

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7. Regional Internal Audit Team (RIAT) – Audit Plan Status Update

Bruce Lowe, Interim Senior Manager, Regional Internal Audit Team, provided an update report on the RIAT Audit Plan. He advised that the follow-up audit on Repairs and Maintenance will commence on June 18, 2018. The Transportation audit was conducted concurrently with the Dufferin-Peel Catholic DSB, and the draft audit report is under process. He noted that audit work is progressing on schedule and he anticipates no challenges with completing the 2017-2018 audit plan.

AC-05, moved by Kim Ogryzek, that the status update report on the Regional Internal Audit Team (RIAT) – Audit Plan, be received.

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8. Audit Committee Terms of Reference

Associate Director of Operational Support Services, Jaspal Gill, stated that, as part of the Board's regular review of its By-laws in the last year of the 4-year term of trustees, all committees are asked to review their Terms of Reference. Reviewing membership requirements and duties of the Committee, Associate Director Gill highlighted the need to hold three meetings during the financial year, with the first meeting to be held before September end. He noted, however, that Peel's current practice does not align with this requirement, as the new membership is formed in December and the first meeting is held in March, at which the Chair of the Committee is elected. Jaspal Gill spoke of reviewing the requirement for possible revision, to hold three meetings during the calendar year instead of fiscal year. He stated that there are a number of duties included in the terms of reference that relate to financial reporting processes, internal controls, internal and external auditors, compliance matters, and risk management. Associate Director Gill indicated that the Terms of Reference are presented to the Committee without any recommendations for change.

AC-06, moved by Harkirat Singh, that the Audit Committee Terms of Reference, be received.

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9. Audit Committee Meeting Dates 2018-2019

Associate Director Gill reviewed Committee meeting dates for 2018-2019, highlighting that a meeting has been scheduled on a Friday, to meet the requirement for the Committee's first meeting to be held before the end of September.

AC-07, moved by Kim Ogryzek, that the Audit Committee Meeting Dates 2018-2019, be received.

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10. Question Period

There were no questions.

11. In Committee Session

On a motion by Trustee Singh, the Committee moved into In Committee Session (14:50 hours)

..... carried

The Committee moved back into Open Session at 15:05 hours, on a motion by Trustee Singh.

12. Adoption of the In Committee Report

AC-08, moved by Harkirat Singh that the report of the In Committee Session re: Minutes of the Audit Committee (In Committee) Meeting, November 15, 2017; Regional Internal Audit Team (RIAT) – Managing Labour Relations Audit Report; Internal Audit Services Summary for Artesian Drive Public School, Barondale Public School, Bristol Road Middle School, Britannia Public School, Castlebridge Public School, Castlemore Public School, Clarkson Public School, Clifton Public School, Dixie Public School, Earnscliffe Senior Public School, Eastbourne Drive Public School, Ellengale Public School, Ellwood Memorial Public School, Erin Mills Middle School, Folkstone Public School, Goldcrest Public School, Hewson Public School, Hillside Public School, Kindree Public School, Levi Creek Public School, Maple Wood Public School, Massey Street Public School, Mineola Public School, Northwood Public School, Owenwood Public School, Parkholme School, Plum Tree Park Public School, Ray Lawson Public School, Ridgewood Public School, Rowntree Public School, Shaw Public School, Silver Creek Public School, Sir Winston Churchill Public School (Consulting Review), Springfield Public School, Walnut Grove Public School, Worthington Public School, Hillcrest Middle School, Homelands Senior Public School, be received, and that the recommendations contained therein, be approved.

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Audit Committee:ma

13. Adjournment

AC-09, moved by Kim Ogryzek, that the meeting adjourn (15:05 hours).

..... carried

..... Chair Secretary