

# Audit Committee

## Draft Minutes

22 February 2021

An electronic meeting of the Audit Committee was convened at 4:02 p.m. on Monday, 22 February 2021, with Robin Pilkey presiding.

The following committee members were present: Trustees Robin Pilkey (Chair), Michelle Aarts, James Li, and David Smith

The following external members were present: Mark Hughes, Ian MacKay, and Mary Preece

The following individuals were present in the audience: Daniel Nortes, Tyler Raponi, Cassandra Alviani-Alvarez, Mun Shu Wong, Marisa Chiu, Wasif Hussain, Lisa Dilworth, Wendy Heis, Lilian Cheung, Leola Pon, Paula Hatt, Peter Singh, Krish Chakraborty, Pina Colavecchia, Domenic Giorgi, Maia Puccetti, Brandie Waldriff, Courtney Lewis, Craig Snider, Uton Robinson, Rita Simmons, Elizabeth Addo, Lorraine Linton, Audley Salmon, Andrew Gold, Erin Altosaar

### 1. Approval of the Agenda

Mark Hughes moved & 2<sup>nd</sup> by Mary Preece the Approval of the Agenda

The motion was carried.

### 2. Declarations of Possible Conflict of Interest

No conflicts were declared.

### 3. Approval of Meeting Minutes

Ian Mackay moved & 2<sup>nd</sup> by Mark Hughes approval of the meeting minutes of **December 7, 2020 subject to the correction of attendance record incorrectly reflected that Ian Mackay attended the meeting. Ian Mackay did not attend that meeting and the amended record will reflect that regrets were received for Mr. Mackay.**

The motion was carried.

### 4. Chair's Update – External Member Recruitment Update

The Committee heard an update from the Chair on the status of the external member recruitment. During the recruitment process; 100 applications were received. Following interviews, a candidate was selected with the recommendation of the new member scheduled to be considered by the Board of Trustees at its next regular meeting on March 10, 2021.

## 5. Internal Audit Department Status and Engagement Update, February 2021 [4029]

The Committee considered a report from staff (see AC:002A, page 7), presenting an update on the current status of Internal Audit engagements. This item was presented to the committee by the following staff: Marisa Chiu & Wasif Hussain. The Committee heard and discussed:

- Given the cancelling of the mobile device audit; staff were asked whether monitoring of this area will continue. Staff replied and indicated that monitoring is continuing indicating that each mobile service provider provides their own monitoring reports.
- Staff were asked to comment on plans for enhanced training or updates for school office staff in this area of non-board funds. Staff replied by indicating that training sessions for office staff and school councils do already take place on this topic. Finance support officers take responsibility for these accounts and work with school-based staff on their accounts and how to correctly receive and report on such funds.
- In follow-up staff were also asked if there was a formal reconciliation of these funds – once deposited and then correspondingly spent. Staff responded by indicating that there are PSAB reporting requirement that takes place annually and additionally that these funds are reported as part of the board financial statements. There is a school generated funds procedure that provide direction to schools and a fund-raising plan must be created every year outlining what fund raising is intended as well as how they are to be spent in the school year.
- Staff were asked if there was consideration by staff to create a response process to management recommendations and a measurable plan, if the recommendations of internal audit are being agreed to (what gets measured gets done). Staff indicated going forward that such a matrix will be included in future reports.
- In relation to the P-Card audit, staff were asked to comment on P-Card use as a means to possibly avoid what may be perceived as a cumbersome purchasing process and whether there is intent to further examine and possibly seek to simplify the purchasing process. Staff remarked that there is a continuing trend of declining p-card use. Additionally, cycle time for purchasing has been streamlined with the advent of board cell phones being able to complete goods receipt.

Mark Hughes moved & 2<sup>nd</sup> by Trustee Aarts: **That the Audit Committee RECOMMENDS that the Internal Audit Department Update – February 2021 be received.**

The motion was carried.

## 6. Regional Internal Audit Team Engagement and Status Update [4030]

The Committee considered a report from staff (see AC:002A, page 63), presenting an engagement and status update from the Regional Internal Audit team. This item was presented to the committee by the following staff: Paula Hatt. The Committee heard and discussed:

- Staff were asked to comment around the timing of when certain audits would be coming forward to the committee for consideration. In response the committee heard that: 1) The benchmarking report will be ready for the March 2021 audit meeting; 2) The accounts payable audit is targeted for the June 2021 audit meeting; 3) The engagement related to follow-up audit activities is being planned for the June 2021 audit committee meeting.

Trustee Smith moved & 2<sup>nd</sup> by Mary Preece; **That the Regional Internal Audit Team (RIAT) Engagement and Status Update be received.**

The motion was carried.

**7. Audit Committee O. Reg 361/10 Requirements – Work Tracker [4031]**

The Committee considered a report from staff (see AC:002A, page 83), presenting the work tracker checklist of the O. Reg. 361/10 requirements to assist with the planning of Audit Committee activities and meeting agendas. This item was presented to the committee by the following staff: Wasif Hussain. The Committee heard and discussed:

- There was no direct discussion of this matter

Mark Hughes moved & 2<sup>nd</sup> by Mary Preece: **That the Audit Committee RECOMMENDS that the Audit Committee O.Reg 361/10 Requirements – Work Tracker report be received.**

The motion was carried.

**8. Consideration of Private Items**

At 5:52 p.m. Mark Hughes moved & 2<sup>nd</sup> by Trustee Li: **That the meeting be moved into PRIVATE.**

The motion was carried.

Robin Pilkey  
Chair

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