Audit Committee

Draft Minutes

22 March 2021

An electronic meeting of the Audit Committee was convened at 4:00 p.m. on Monday, 22 March 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: Joyee Chau, Ian MacKay, and Mary Preece

The following individuals were present in the audience: Daniel Nortes, Tyler Raponi, Mun Shu Wong, Marisa Chiu, Wasif Hussain, Craig Snider, Pina Colavecchia, Lillian Cheung, Teresa Avarino, Sheryl Robinson, Andrew Gold, Peter Gazzellone, Helen Ho, Ron Felsen, Kurt McIntosh, Paula Hatt, Peggy Aitchison, George Kourtis, Maia Puccetti, Tanya Senk, Gary Green, Curtis Ennis, Audley Salmon, Tony Rossi, Peter Singh, Leola Pon, Lisa Dilworth, Ian Allison, Nandy Palmer, Shirley Chan

1. Approval of the Agenda

Ian MacKay moved and seconded by Trustee Aarts 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

Mary Preece moved and seconded by Trustee Aarts approval of the meeting minutes of February 22, 2021.

The motion was carried.

4. Auditor General of Ontario: Curriculum Audit (December 2020) Update [4049]

The Committee considered a report from staff (see AC:003A, page 5), presenting the Auditor General of Ontario: Curriculum Audit (December 2020) Update. This item was presented to the committee by the following staff: Andrew Gold. The Committee heard and discussed:

- The committee asked whether there are any elements within how the TDSB executes implementation and what tracking exists at the board to ensure full curriculum is being delivered. In response staff indicated that TDSB response to recommendation 4 is to develop a normalized system to assist in monitoring and ensuring accountability so that the responsibility and accountability around full curriculum delivery takes place in a consistent manner.
- A question was asked about the usefulness of curriculum that is 12 years old. Staff remarked that resource budgets are necessary, but that digital resources are an emerging market and resource that continue to be explored. Staff also indicated that out of necessity flowing from the pandemic, that some of our practices have been changing…for the better. The reliance on a textbook is diminishing as readily available online and engaging resources are accessible to the classroom teacher. When curriculum roll out begins with implementation – there are many relevant steps that have been missed to support its success in implementation in the past.

Mary Preece moved and seconded by Trustee Aarts: **That the Audit Committee RECOMMENDS that the Auditor General of Ontario – Curriculum Audit (December 2020) Update be received.**

The motion was carried.

5. <u>Auditor General of Ontario: School Board IT Systems and Technology in the Classroom Follow-up Audit Update [4050]</u>

The Committee considered a report from staff (see AC:003A, page 79), presenting the Auditor General of Ontario – School Board IT Systems and Technology in the Classroom Follow Up Audit Update. This item was presented to the committee by the following staff: Wasif Hussain and Peter Singh. The Committee heard and discussed:

- Staff were asked if there might be an economy of scale that has been explored about the prohibitive costs associated with the recommendations from this audit. Staff indicated that there are provincial discussions happening, noting that this area is a provincial challenge; not a TDSB specific challenge. Staff do believe there are opportunities that may arise to coincide with contracts that are coming up for renewal. Business continuity systems are an example of both the vulnerability as well as opportunity to leverage a province wide response and solution.
- Staff were asked that was the status of tracking the life cycle for IT equipment. Staff indicated that tracking is responded on an ad hoc basis. Every asset is tracked via the TDSB existing asset management software and procurement process. One of the gaps staff are seeking to close is how to "sunset" equipment at the end of its useful working life. 5-8 years is the normative life span for most technology assets.

Trustee Aarts and seconded by Mary Preece: **That the Auditor General of Ontario – School Board IT Systems and Technology in the Classroom Follow Up Audit Update be received.**

The motion was carried.

6. Auditor General of Ontario and Ontario Ombudsman: Student Transportation Follow-up Audit Update, March 2021 [4051]

The Committee considered a report from staff (see AC:003A, page 103), presenting the Auditor General of Ontario & Ontario Ombudsman – Student Transportation Follow Up Audit Update. This item was presented to the committee by the following staff: Gary Green. The Committee heard and discussed:

- There was no direct discussion of this item

Trustee Smith and seconded by Joyee Chau: **That the Auditor General of Ontario & Ontario Ombudsman – Student Transportation Follow Up Audit Update – March 2021 be received.**

The motion was carried.

7. Enterprise Risk Management Initiative Update [4052]

The Committee considered a report from staff (see AC:003A, page 243), presenting the Enterprise Risk Management (ERM) Implementation Status Update. This item was presented to the committee by the following staff: Tony Rossi. The Committee heard and discussed:

- Staff were asked to advise when an update can be expected. Staff responded by indicating that it is the intention to bring quarterly progress reports to the Audit Committee.
- A question was asked about what staff are doing to ensure the completeness of risks that are logged on the risk register. Staff stated that the facilitation process will play a significant role in this process. The full risk register is to be completed during the phase 2-3 period of the process that is being followed. The enterprise risk committee will also play an important role in pulling together the most fulsome and relevant risk information.
- Staff were asked when the Audit committee would expect to see a report that includes the risk register. Staff intends to bring this forward at the March 2022 meeting of the Audit Committee.

Ian MacKay and seconded by Trustee Aarts: **That the Enterprise Risk Management (ERM) Implementation Status Update be received.**

The motion was carried.

8. New Student Information System (SIS) Project Update [4053]

The Committee considered a report from staff (see AC:003A, page 259), presenting the Enterprise Risk Management (ERM) Implementation Status Update. This item was presented to the committee by the following staff: Peter Singh. The Committee heard and discussed:

- Staff were asked whether management had enough resources to complete this initiative and the ERM initiative that is happening during the same fiscal year. Staff indicated that budget resources have been allocated to an adequate degree to complete both projects; noting that the staff on both projects are different.
- A question was asked as to whether the sunset date for Trillium was a hard date. Staff stated that July 2022 is the hard date so that staff are fluent and able to use the new application in preparing for the start of the new school year in September 2022. Trillium will continue to be available until the new SIS is functional for use. The new SIS will go live February 2022 and it will be used in parallel with Trillium. As of July 30, 2022, the new SIS will be the master SIS for TDSB. This is the date of the master data transition.

Ian MacKay and seconded by Joyee Chau: **That the new Student Information System (SIS) update be received.**

The motion was carried.

9. Audit Committee O. Reg 361/10 Requirements – Work Tracker [4054]

The Committee considered a report from staff (see AC:003A, page 271), 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:

- A request to staff was made that future versions of the report contain statement to indicate which items have changed or been updated. Staff acknowledged this request and agreed to undertake to do this going forward.

Trustee Aarts moved and seconded 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.

10. Consideration of Private Items

At 5:39 p.m. Trustee Aarts moved and seconded by Mary Preece: **That the meeting be moved into PRIVATE**.

The motion was carried.

Robin Pilkey
Chair