

AGENDA

Audit Committee Meeting

Tuesday, May 14, 2024, 4:30 p.m.

Boardroom, Catholic Education Centre

Mission: Disciples of Christ, nurturing mind, body, and soul to the fullness of life.

Vision: Changing the world through Catholic education.

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Opening Prayer

Bless us as we gather today
for this meeting.

Guide our minds and hearts so that
we will work
for the good of our community and help
all Your people.

Teach us to be generous in our outlook, courageous
in face of difficulty,
and wise in our decisions.

Father,
we praise You,
for ever and ever.

Amen.

MINUTES

Audit Committee Meeting

**Tuesday, February 13, 2024, 4:30 p.m.
Boardroom, Catholic Education Centre**

Trustees:	Bruno Iannicca	Chair
	Thomas Thomas	Vice-Chair
	Anisha Thomas	Trustee
	John Boots	External Audit Committee Member
	Laura Prestia	External Audit Committee Member
Staff:	Marianne Mazzorato, Ed.D.	Director of Education, Secretary to the Board
	David Amaral	Associate Director, Instructional Services
	Daniel Del Bianco	Associate Director, Corporate Services
	Julie Cherepacha	Executive Superintendent, Finance, Chief Financial Officer and Treasurer
	Carrie Salemi	General Manager, Finance
	Kevin Sun	Internal Auditor
	Reynard Balatbat	Senior Auditor
Recorder:	Cindy Child	Board and Committee Information Officer

A. Routine Matters

1. Call to Order and Attendance

Executive Superintendent Cherepacha called the meeting to order at 4:30 p.m.

2. Opening Prayer led by Executive Superintendent Cherepacha

3. Land Acknowledgment - Executive Superintendent Cherepacha

4. Election of Chair of the Audit Committee in Accordance with the Board's Procedural By-Law

Nominations for the Chair of the Audit Committee were opened by Executive Superintendent Cherepacha.

Trustee Bruno Iannicca was nominated by Trustee Thomas Thomas. Trustee Bruno Iannicca accepted the nomination.

In accordance with the Board's Procedural By-Law, Executive Superintendent Cherepacha requested further nominations three times. There being none, nominations were declared closed.

Trustee Bruno Iannicca was acclaimed Chair of the Audit Committee.

5. Election of Vice-Chair of the Audit Committee in Accordance with the Board's Procedural By-Law

Chair Bruno Iannicca called for nominations for the Vice-Chair of the Audit Committee.

Trustee Thomas Thomas self-nominated.

In accordance with the Board's Procedural By-Law, Chair Bruno Iannicca requested further nominations three times. There being none, nominations were declared closed.

Trustee Thomas Thomas was acclaimed Vice-Chair of the Audit Committee.

6. Approval of Agenda

Moved by Anisha Thomas

THAT THE AGENDA BE APPROVED.

CARRIED

7. Declaration of Interest

a. Declaration of Conflict of Interest - K. John Boots

Executive Superintendent Cherepacha advised that our newest External Member is John Boots and confirmed receipt of the signed Declaration of Conflict of Interest and Non-Disclosure and Confidentiality Agreement.

8. Approval of the Minutes of the Audit Committee Meeting, November 15, 2023

Moved by Thomas Thomas

THAT THE MINUTES OF THE AUDIT COMMITTEE MEETING, NOVEMBER 15, 2023, BE APPROVED.

CARRIED

a. Business Arising from the Committee Minutes - Nil

B. Proposed Terms of Reference 2024

Executive Superintendent Cherepacha presented the Terms of Reference for the Audit Committee of 2024. The newly acclaimed Chair and Vice-Chair will be added to the document.

Moved by Thomas Thomas

THAT THE AUDIT COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE AUDIT COMMITTEE PROPOSED TERMS OF REFERENCE 2024 BE APPROVED AND ADOPTED.

CARRIED

C. Awards and Presentations - Nil

D. Delegations – Nil

E. Reports from Committee/Administration for Receipt

1. Regional Internal Audit Team (RIAT) Update Report

Senior Manager Paula Hatt summarized the report.

1. External Member John Boots: Can staff explain how RIAT works?

Senior Manager Paula Hatt: RIAT is a shared service for six school boards in the province. RIAT reports functionally to the Audit Committee of the Dufferin-Peel Catholic District School Board (DPCDSB) and administratively to the host school board for the Toronto and Area Region, York Catholic District School Board. The province is broken up into eight regions by the Ministry of Education thus extending internal auditor service to all 72 school boards.

2. RIAT Legislative Compliance Report

Senior Manager Paula Hatt thanked Executive Superintendent Cherepacha for coordinating the large undertaking which involved many departments across the board to review 224 compliance items.

1. External Member Laura Prestia: This is a very extensive compliance report. I understand that the tool was inherited. How did you validate the data to be confident in accuracy?

Senior Manager Paula Hatt: This is a shared operational tool for management use. We reviewed and modified the compliance items as per the Ministry of Education Policy and Program Memoranda (PPM).

Executive Superintendent Cherepacha: The excel template is now ours and we will initiate an annual review process and update as required. Should there be updates that affect all boards, we will work with RIAT on an option for universal updates.

2. External Member John Boots: What are the next steps?

Senior Manager Paula Hatt: This is the first time the compliance audit has been completed using this tool. Our recommendation is to update the tool as we move forward.

F. Reports from Committee/Administration requiring Action

1. Appointment of External Auditors

Executive Superintendent Cherepacha summarized the report.

1. External Member Laura Prestia: Are we allowed to accept BDO as external auditors even after they have completed a term of five years with DPCDSB?

Executive Superintendent Cherepacha: There is a subsection in the *Education Act* that all school boards are required to appoint an external auditor for a term not exceeding five (5) years, however this does not indicate that you cannot reappoint after the five (5) years.

Moved by Anisha Thomas

THAT THE AUDIT COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THE EXTENSION OF THE APPOINTMENT OF BDO CANADA LLP, CHARTERED PROFESSIONAL ACCOUNTANTS, AS EXTERNAL AUDITORS TO DPCDSB FOR A ONE-YEAR TERM EXPIRING WITH THE AUGUST 31, 2024 YEAREND AUDIT.

CARRIED

G. Additional Business – Nil

1. Notices of Motion

H. Questions Asked by Committee Members - Nil

I. Declared Interest Items - Nil

J. In Camera Session

Moved by John Boots

THAT THE AUDIT COMMITTEE MEETING RESOLVE INTO THE IN CAMERA SESSION.

CARRIED

K. Report from In Camera

Report: Approval of the In Camera Audit Committee Minutes of November 15, 2023, and receipt of six (6) school audits.

L. Future Meetings

May 14, 2024

M. Adjournment

Moved by Thomas Thomas

THAT THE MEETING BE ADJOURNED AT 5:31 P.M.

CARRIED

Audit Committee Meeting
May 14, 2024
<i>REGIONAL INTERNAL AUDIT TEAM (RIAT) UPDATE</i>
Multi Year Strategic Plan Values: Excel, Respect and Trust

"My child, do not forget my teaching, but let your heart keep my commandments; for length of days and years of life and abundant welfare they will give you."

Proverbs 3:1-2

BACKGROUND

The *Regional Internal Audit Team (RIAT)* provides independent, objective assurance and consulting services designed to add value and improve school board operations. RIAT reports functionally to the Audit Committee of the Dufferin-Peel Catholic District School Board (DPCDSB) and administratively to the host school board for the Toronto and Area Region, York Catholic District School Board.

DISCUSSION

The attached status update and annual report has been prepared by RIAT for presentation to the Audit Committee of DPCDSB.

Prepared by: Paula Hatt, Senior Manager, Regional Internal Audit, Toronto & Area Region

Submitted by: Julie Cherepacha, Executive Superintendent, Finance, Chief Financial Officer and Treasurer



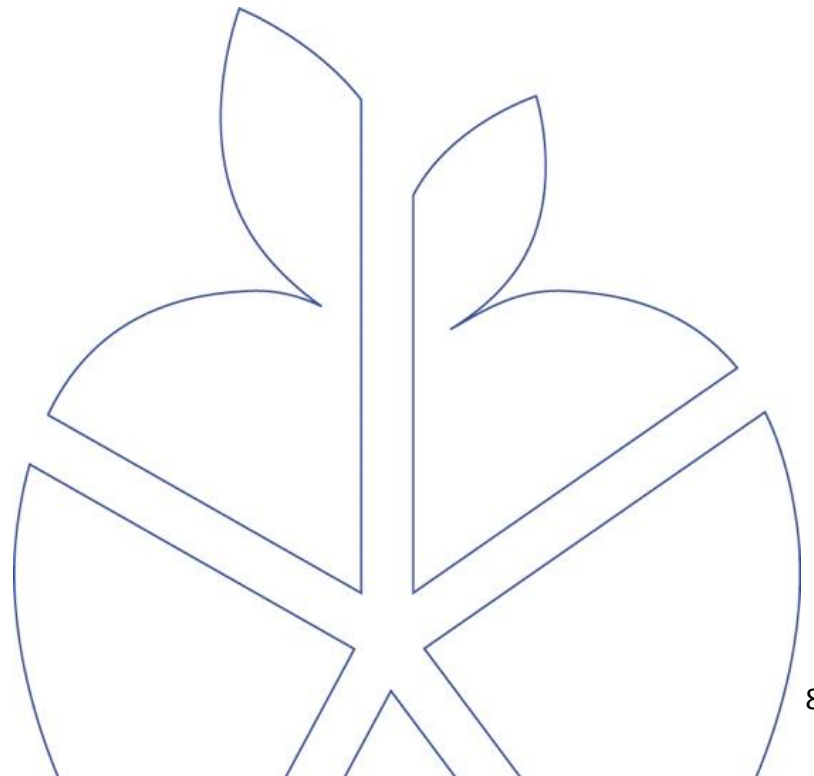
**INTERNAL
AUDIT TEAM**
Toronto and Area Region

RIAT Update for the Audit Committee: May 14, 2024

Dufferin-Peel Catholic District School Board

Prepared by:

Paula Hatt, CPA, CA, CIA, Senior Manager, Regional Internal Audit



The purpose of this report is to provide an update on ongoing engagements from Dufferin-Peel Catholic District School Board’s Regional Internal Audit Plan (current and prior years), as well as other RIAT activities.

Audit Plan Update

Engagement ¹	Year	Report Issuer	Status	Fieldwork Start Date
IT Asset Management	2020-21	RIAT	Not Started	TBD
Benchmarking – Phase 2	2022-23	RIAT	Complete	Apr-23
Succession Planning for Critical Positions	2023-24	RIAT	Planning	Jun-24
IT Assets: Sustainability	2023-24	RIAT	Not Started	TBD

Further details, including engagement objective, are included below:

IT Asset Management – RIAT will assess the key controls surrounding management of IT assets at the school level (e.g., computers and tablets for staff and students) including controls surrounding approval, purchasing, deployment, retirement and recording/monitoring of these assets.

This engagement had been deferred due to turnover in the Chief Information Officer position. It will be scheduled once the engagement currently underway is complete.

Benchmarking – Phase 2 – The final report for this engagement has been issued and will be presented to the Audit Committee.

Succession Planning for Critical Positions – The objective of this advisory engagement is to develop a standardized approach to succession planning, that will assist the Board in managing positions that are assessed as critical to maintaining continuity of business operations.

RIAT has scheduled a meeting with management later this month, to discuss the scope for this engagement (i.e., which departments will participate) and next steps.

IT Assets: Sustainability – As a compliment to the previously planned IT Asset Management audit, which will focus on managing student devices throughout the asset lifecycle, the objective of this advisory engagement is to develop a strategy to approach student devices at the Board in the future.

The timing of this engagement is dependent on the timing of the related audit.

¹ Engagements previously reported as complete have been removed.

Other Ongoing Work

Follow-up Activities:

- Our goal was to complete at least two follow-up engagements for each board in 2023-24. This goal has already been met for DPCDSB and we have identified additional follow-up engagements to complete. These will be undertaken as time permits.

Risk Assessment & Two-Year Audit Plan:

- Planning for the risk assessment and two-year audit plan (2024-25 & 2025-26) is expected to begin shortly.