



AUDIT COMMITTEE REPORT (PUBLIC)

Wednesday, October 25, 2023

7:00 pm

Zoom Meeting

Members: Matthew Lee (Trustee), Cathryne Milburn (Trustee), Lynn Scott (Trustee), Shannon Hoeft (External Member), Brian Burns (External Member)

Staff and Guests Donna Dickson (Trustee), Suzanne Nash (Trustee), Pino Buffone (Director of Education), Randy Gerrior (Associate Director, Business Operations), Kim Lebrun (Team Manager, Financial Services), Genevieve Segu (Regional Internal Audit Team Manager), Gordon Champagne (Senior Regional Internal Auditor), James Baker (Board/Committee Coordinator)

1. Call to Order

Chair Scott called the public session to order 7:03 p.m.

2. Acknowledgement of Territorial Lands

Chair Scott acknowledged that the meeting is taking place on unceded Algonquin Homelands and thanked the Algonquin Nations for hosting the meeting on their land.

3. Approval of Agenda

Moved by Trustee Lee,

THAT the agenda be approved.

Carried

4. Declarations of Interest

No declarations of interest were filed.

5. Delegations

There were no delegations.

6. Associate Director's Report

Associate Director Gerrior reported the following:

- The consolidated financial statements are being finalized and the report is pending;
- The Compliance report is also being finalized and it is expected to remain within the operating budget that includes a 9.2 million dollar deficit;
- Staff anticipates utilizing the entire sum of funding that was approved;
- Total student enrolment will be finalized on the 31 October 2023 date;
- Revised estimates will be submitted based on the 31 October 2023 data count; and
- Although there was a drop in enrolment, staff is confident that enrolment estimate process is strong with variances in the tens or twenties among junior kindergarten students. The variances at the other grades was due to anomalies that could not have been forecasted.

7. Matters for Action

7.1 Review of Audit Committee Report

a. 20 September 2023

Moved by Shannon Hoeft,

THAT the Audit Committee report, 20 September 2023, be received.

Carried

b. Business Arising

There was no business arising.

7.2 Report 23-076, Audit Committee Annual Report for 2022-2023 (R. Gerrior)

Your Committee had before it, Report 23-076, seeking approval of the 2022-2023 annual report of activities for submission to the Board.

Moved by Trustee Lee,

THAT Report 23-076 be approved as the Audit Committee Annual Report to the Board for 2022-2023.

During the discussion, the following information was provided:

- The Audit Committee Annual Report is produced in accordance with legislative requirements;
- The key function of the report is to review the draft financial statements through liaising with external and internal auditors;

- The report identifies the enrolment reviews, data analysis and the reviewed projections;
- The report reviews the District's risk management activities along with regulatory compliance;
- Trustee Lee noted that the report incorrectly indicates his attendance at the 17 May 2023 meeting and requested that his absence be reflected in the report; and
- Trustee Scott asked that the report include a comment about the risk management activities by the IT Department.

Moved by Trustee Milburn,

THAT Report 23-076 be approved as the Audit Committee Annual Report to the Board for 2022-2023, as amended.

Carried

7.3 Report 23-074, 2022-2023 Annual Report on Internal Audit Activity (R. Gerrior)

Your Committee had before it, Report 23-074, seeking Committee approval of Appendix A to Report 23-074 as its annual report to the Board summarizing the work performed by the Regional Internal Audit Team (RIAT) during 2022-2023.

Moved by Trustee Lee,

THAT Appendix A to Report 23-074 be approved as the 2022-2023 Annual Report on Internal Audit Activity.

During the discussion and in response to queries, the following information was provided:

- The report provides detail on the Regional Auditor Internal Team's (RIAT);
 - proposed activities;
 - the completed COVID-19 review; and
 - procedure on past audits.
- Both part 2 of the Educational Assistant (EA) deployment report and work on the safe schools initiative have been delayed; and
- The report follows the legislative requirements with respect to the coming year's work plan and enrolment analysis.

Moved by Trustee Lee,

THAT Appendix A to Report 23-074 be approved as the 2022-2023 Annual Report on Internal Audit Activity.

Carried

8. Matters for Discussion

8.1 2022-23 Educational Assistant Deployment Report - RIAT (G. Segu)

Your Committee had before it the 2022-2023 Educational Assistant Deployment Report of the Regional Internal Auditor Team (RIAT).

- During the discussion, and in response to queries, the following information was provided: Associate Director Gerrior had discussed exploring an automated system with Superintendent Symmonds and there is a desire to move in that direction;
- A focus will be placed on a long term strategy regarding funding allocations and student needs;
- Educational Assistants (EA) data does not account for factors such as Learning Support Services (LSS) support for educators;
- The EA data does not allow for a proper comparison to other Districts across the province; and

Trustee Lee assumed the Chair.

- The internal auditors recognize the limitations with this data versus quantitative data and they hope to have a benchmark regarding special education classes in the next report.

Trustee Scott resumed the Chair.

8.2 2023-24 Internal Audit Plan Update - RIAT (G. Segu)

Your Committee had before it the 2023-2024 Internal Audit Plan update, seeking to provide the Audit Committee with an update from the Regional Internal Audit Manager (RIAM) on the progress of the 2023-24 RIAT work.

During the discussion and in response to queries, the following information was provided:

- The attached report provides an update to the Committee while collective agreements are pending; and
- The 2023-2024 terms of reference are in the drafting phase.

9. Information Items

9.1 Long Range Agenda

The long range agenda was provided for information.

10. New Business

There was no new business.

11. Upcoming Meeting Dates

The upcoming meeting dates were provided for information.

12. Adjournment

The public meeting adjourned at 7:39 p.m.

Lynn Scott, Chair, Audit Committee