



AUDIT COMMITTEE REPORT (PUBLIC)

Wednesday, February 21, 2024

7:00 pm

Zoom Meeting

Members: Donna Blackburn (Trustee), Lyra Evans (Trustee), Matthew Lee (Trustee), Lynn Scott (Trustee), Brian Burns (External Member)

Staff and Guests Pino Buffone (Director of Education), Randy Gerrior (Associate Director, Business Operations), Teri Adamthwaite (General Manager, Finance), Genevieve Segu (Regional Internal Audit Team Manager), Gordon Champagne (Senior Regional Internal Auditor), Rob Clayton (Lead Audit Engagement Partner KPMG LLP), Darren Gatley (Senior Board Coordinator)

1. Call to Order

Chair Lyra Evans called the public session to order at 7:06 p.m.

2. Acknowledgement of Territorial Lands

Chair Lyra Evans acknowledged that the meeting is taking place on unceded Algonquin Homelands and thanked the Algonquin Nations for their stewardship of the land since time immemorial.

3. Approval of Agenda

Moved by Brian Burns,

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

There was no report from the Associate Director.

7. Orientation (R. Clayton)

Rob Clayton provided an orientation presentation and highlighted the roles and responsibilities of the Audit Committee.

Blackburn in your experience, are committees meeting in person concerned we are not meeting in person.

In response to a query, Mr. Clayton noted that Audit Committees at organizations he works with have held meetings virtually and more recently, are trying to hold one in-person meeting annually.

8. Matters for Action

8.1 Review of Audit Committee Report

a. 27 November 2023

Moved by Trustee Lee,

THAT the Audit Committee report, dated 27 November 2023, be received.

Carried

b. Business Arising

There was no business arising.

9. Matters for Discussion

9.1 Report 24-005, 2023-2024 Revised Estimates (R. Gerrior)

Your Committee had before it Report 24-005, seeking to explain changes reflected in the District's 2023-2024 revised estimates as compared to the District's 2023-2024 estimates.

Trustee Lee assumed the chair.

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

- Revised estimates are driven by enrolment and enrolment was fluctuating for the first few months of the 2023-2024 school year. Staff noted that although lower enrolment projections led to reduced funding, it is important to note that reduced enrolment also required less educator allocation;
- Staff noted that since enrolment has stabilized, staff are confident in the revised estimates submitted to the Ministry. Staff added that there is careful oversight to spending and that the finance team are monitoring trends to ensure that spending is aligned with historical expenses;

Trustee Lyra Evans resumed the chair.

- Staff are confident that a balanced budget will be submitted to the Ministry;
- In response to a query, staff noted that the District is considered to be in poor financial health and is under Ministry supervision due to having less than 2% accumulated surplus;
- Staff noted that estimates in developing the budget were more conservative until reserves have been replenished; and
- Staff have worked to account for increases in spending allocations such as snow removal, to ensure there are enough funds set aside so that efficiencies will not have to be found elsewhere to cover a deficit.

9.2 Report 23-082 New Strategic Risk Management Policy (R. Sinclair)

Your Committee had before it Report 23-082, seeking input on the draft Policy P.143.GOV Risk Management.

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

- Once the policy is implemented, staff do not anticipate that significant resources will be required, with the exception of staff time and maintaining updates to the policy and the risk register;
- Director Buffone noted that the risk register should be adaptive to address evolving risks, such as artificial intelligence (AI);
- It was noted that per the information technology security policies and procedure, staff recently conducted a risk assessment and were able to provide necessary advice and corrections without additional resources; and

Trustee Lee assumed the chair.

- Committee members expressed interest in being involved with the development of the risk register.

Trustee Lyra Evans resumed the chair.

9.3 Regional Internal Audit Update (G. Segu)

Ms. Segu provided an update on the work of the Regional Internal Audit Team (RIAT).

10. Information Items

10.1 Long Range Agenda

The long range agenda was provided for information.

11. New Business

In response to a query from Trustee Blackburn, Chair Lyra Evans noted that she would discuss the possibility of holding at least one in-person meeting with staff.

12. Upcoming Meeting Dates

The upcoming meeting dates were provided for information.

13. Adjournment

The public meeting adjourned at 7:00 p.m.

Lyra Evans, Chair, Audit Committee