Members

Kathi Smith, Trustee (Audit Committee Chair)
Crystal Whetham, Trustee
Kathleen Woodcock, Trustee
Sharmilla Rasheed, External Member
Jeff Weir, External Member

Guests

Waterloo Region DSB
Matthew Gerard, Coordinating Superintendent, Business Services & Treasurer
Michael Weinert, Coordinating Superintendent, Human Resource Services
Shannon Thompson, Manager of Review Services
Graham Shantz, Information Technology Services

Regional Internal Audit Team (RIAT)

Jenny Baker, Regional Internal Audit Manager
Andrea Eltherington, Senior Regional Internal Auditor

PricewaterhouseCoopers LLP
Jacqueline Peterson, Partner

AGENDA

1. Introductions and Welcome
   - Declaration of Conflicts of Interest
   - Approval of Agenda
   - Approval of Open Session Minutes – May 26, 2020 (attached)

2. Regional Internal Audit Team Status Update (attached)  J. Baker

3. Other Business  Chair

4. Future Agenda Items  Chair
5. Adjournment - Transition to Closed Session

**Future Meeting Date**

- November 10, 2020
- February 2, 2021
- May 26, 2021

**Attachments**

- ITEM 1 - Open Session Minutes – May 26, 2020
- ITEM 2 - Regional Internal Audit Team Status Update
The Waterloo Region District School Board held an Open Session - Board Audit Committee Meeting this evening at 6:00 p.m. virtually with the following members in attendance:

Members:
Kathi Smith, Trustee (Audit committee Chair)
Kathleen Woodcock, Trustee
Sharmilla Rasheed, External Member
Jeff Weir, External Member

Guests:
Waterloo Region DSB
John Bryant, Director of Education
Matthew Gerard, Coordinating Superintendent, Business Services & Treasurer
Shannon Thompson, Manager of Review Services
Graham Shantz, Superintendent, Student Achievement and Well Being
Michael Weinhert, Coordinating Superintendent, Human Resources Services
Regional Internal Audit Team (RIAT)
Jenny Baker, Regional Internal Audit Manager
Andrea Eltherington, Senior Regional Internal Auditor
PricewaterhouseCoopers LLP
Jacqueline Peterson, Partner
Nick Dufour

Regrets: Crystal Whetham, Trustee

INTRODUCTIONS & WELCOME

Chairperson K. Smith called the meeting to order. Chairperson K. Smith welcomed members and guests to the Audit Committee meeting. Members of the committee and guests introduced themselves.

Chairperson K. Smith advised that there is no double in camera sessions. If any committee members feel the need for an additional in camera session as a separate meeting can be scheduled.

DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.
APPROVAL OF AGENDA

A. Moved by K. Woodcock, seconded by S. Rasheed:

    That the agenda as amended of the Open Session - Board Audit Committee Meeting of May 26, 2020, be approved.

    -Carried-

APPROVAL OF MINUTES

A. Moved by J. Weir, seconded by S. Rasheed:

    That the minutes of the Open Session - Board Audit Committee Meeting of February 5, 2020, be approved.

    -Carried-

REGIONAL AUDIT TEAM UPDATE

J. Baker reported the Regional Audit team is in compliance with S1110 of the International Standards for the Professional Practice of Internal Auditing. J. Baker further advised that the team has been allowed to carry out its responsibilities in an unbiased manner, free from interference in determining the scope of internal audit projects, performing work, and communicating results.

FUTURE AGENDA ITEMS

Professional development - Fall

FUTURE MEETING DATES

September 23, 2020
November 10, 2020
February 2, 2021
May 26, 2021

ADJOURNMENT

A. Moved by J. Weir, seconded by S. Rasheed:

    That the Open Session – Board Audit Committee of May 26, 2020 be adjourned.

    -Carried-

The meeting adjourned at 6:21 pm.
MEMO

TO: Waterloo Region District School Board Audit Committee
FROM: Jenny Baker, Regional Internal Audit Manager
DATE: 14 October 2020
SUBJECT: Regional Internal Audit Status Report – Open Committee Session

This memorandum will serve to update the Audit Committee of the Regional Internal Audit Team’s (RIAT) work since May 26, 2020.

A Other
Please refer to the attached 2020-2021 training plan and a summary of training completed for the 2019-2020 year. This report is provided to confirm RIAT compliance to International Standard for the Professional Practice of Internal Auditing, standard #1230 - Continuing Professional Development.
RIAT Education and Training Plan

Objective:
1. To report on RIAT compliance to International Standards for the Professional Practice of Internal Auditing standard #1230-Continuing Development.
2. To define training plans to develop and maintain professional competencies.

Completed 2019-20

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<th>Auditor</th>
<th>Training Focus</th>
<th>Date</th>
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| All Auditors       | 1. RIAT Conference  
2. Ontario Association of School Business Officials,(OASBO) Internal Audit Section  
3. Relevant seminars/webinars on fraud, ethics, privacy and IT Security offered by the various institutes (*see acronyms below) | December 2019 Relevant sessions  
As offered throughout the year |
| John Forte         | 1. Successfully Completed Part 1 of the Certified Internal Audit designation.                                                                                                                                 | December 2,2019           |
| Andrea Eltherington| 1. Met all of the requirements and was granted full rights and recognition for the CISA designation.  
Andrea confirms that she has met the annual continuing education requirements of the IIA. | June 18,2020              |
| Jenny Baker        | Jenny confirms that she has met the annual continuing education requirements of CPA Ontario, ISACA and the ACFE.                                                                                             |                           |

Planned 2020-21

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<th>Auditor</th>
<th>Training Focus</th>
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| All Auditors       | 1. Attend ACFE Current Topics for Fraud Examiners. Four sessions which include: Making Ethical Decisions in Times of Uncertainty; Securing Your Data in the Digital Age; The Social Risk & How Hackers Attack Your Staff & Organization; and Detecting Deception in Everyday Communications.  
2. OASBO Internal Audit.  
3 Relevant seminars/webinars on fraud, ethics, privacy and IT Security offered by the various institutes. | September 21-24  
When relevant Throughout the year |
| John Forte         | Sit for Part 2 of CIA requirements                                                                                                                                                                           | September 2020            |

Acronyms
ACFE – Association of Certified Fraud Examiners
IIA- Institute of Internal Auditors
ISACA – Information Systems Audit and Control Association
CIA – Certified Internal Auditor
CPA – Chartered Professional Accountant
CISA – Certified Information Systems Auditor