



## BOARD AUDIT COMMITTEE

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Open Session  
October 14, 2020  
6:30 p.m.

### 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

Regional Internal Audit Team (RIAT)

PricewaterhouseCoopers LLP

John Bryant, Director of Education

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

Jenny Baker, Regional Internal Audit Manager

Andrea Eltherington, Senior Regional Internal Auditor

Jacqueline Peterson, Partner

### AGENDA

1. Introductions and Welcome Chair
  - 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

# DRAFT

MAY 26, 2020

## OPEN SESSION - BOARD AUDIT COMMITTEE MEETING

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.



**INTERNAL  
AUDIT TEAM**  
**West of Central Region**

**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

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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**

<b>Auditor</b>	<b>Training Focus</b>	<b>Date</b>
All Auditors	<ol style="list-style-type: none"> <li>1. RIAT Conference</li> <li>2. Ontario Association of School Business Officials,(OASBO) Internal Audit Section</li> <li>3. Relevant seminars/webinars on fraud, ethics, privacy and IT Security offered by the various institutes (*see acronyms below)</li> </ol>	<p>December 2019 Relevant sessions</p> <p>As offered throughout the year</p>
John Forte	1.Successfully Completed Part 1 of the Certified Internal Audit designation.	December 2,2019
Andrea Eltherington	<ol style="list-style-type: none"> <li>1. Met all of the requirements and was granted full rights and recognition for the CISA designation.</li> </ol> <p>Andrea confirms that she has met the annual continuing education requirements of the IIA.</p>	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**

<b>Auditor</b>	<b>Training Focus</b>	<b>Date</b>
All Auditors	<ol style="list-style-type: none"> <li>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 &amp; How Hackers Attack Your Staff &amp; Organization; and Detecting Deception in Everyday Communications.</li> <li>2. OASBO Internal Audit.</li> <li>3 Relevant seminars/webinars on fraud, ethics, privacy and IT Security offered by the various institutes.</li> </ol>	<p>September 21-24</p> <p>When relevant Throughout the year</p>
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**