

February 9, 2022

OPEN SESSION - BOARD AUDIT COMMITTEE MEETING

The Waterloo Region District School Board held an Open Session - Board Audit Committee Meeting this evening virtually with the following members in attendance:

Members	Guests
Kathi Smith, Trustee (Audit Committee Chair)	Waterloo Region DSB jeewan chanicka, Director of Education
Kathleen Woodcock, Trustee	Matthew Gerard, Coordinating Superintendent, Business Services & Treasurer
Sharmilla Rasheed, External Member	Andrea Eltherington, Regional Internal Audit Manager
Jeff Weir, External Member	Shannon Thompson, Manager of Review Services

Regrets: Crystal Whetham, Trustee

INTRODUCTIONS & WELCOME

Chairperson K. Smith called the meeting to order at 6:36 p.m .

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

DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

APPROVAL OF OPEN SESSION AGENDA

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

That the agenda of the Open Session - Board Audit Committee Meeting of February 9, 2022, be approved.

-Carried-

DRAFT

APPROVAL OF MINUTES

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

That the minutes of the Open Session - Board Audit Committee Meeting of November 10, 2021, be approved.

-Carried-

AUDIT COMMITTEE MEMBERS -TERMS OF OFFICE

Section 7 of the Audit Committee, Regulation 361.10 of the Education Act states that the term of office of a member of the audit committee who is not a board member shall be determined by the board but shall not exceed 3 years. J. Weir was appointed in 2017 and his term expired in 2020. In order to continue, J. Weir would need to be reappointed for a second term.

C. Moved by K. Woodcock, S. Rasheed

MOTION: J. Weir's term as member of the Audit Committee will be extended to June, 2023.

-Carried-

ELECTION OF CHAIR

M. Gerard called for nominations for the position of Chair of the Waterloo Region District School Board Audit Committee.

S. Rasheed nominated K. Smith for the position of Chair. K. Smith accepted the nomination.

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

MOTION: That Kathi Smith continues as Chairperson of the Waterloo Region District School Board Audit Committee for 2022-2023.

-Carried-

AUDIT COMMITTEE MANDATE

A. Eltherington presented the audit committee mandate as distributed in the agenda package. Mandate is to be updated when a change to the organization and audit team. j. chanicka and A. Eltherington needs to be updated on the mandate. The mandate shall be updated.

REGIONAL INTERNAL AUDIT TEAM UPDATE

A. Eltherington provided an update regarding the recent recruitment status within the internal audit team. A successful recruitment process with three (3) additional senior staff were hired. New staff will be invited to the May meeting for introductions.

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OTHER BUSINESS

None Noted.

FUTURE AGENDA ITEMS

None noted

FUTURE MEETING DATES

- Tuesday, May 24, 2022

ADJOURNMENT

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

That the Open Session – Board Audit Committee of February 9, 2022 be adjourned.

-Carried-

The meeting adjourned at 6:46 pm.