



Open Session

May 29, 2019
6:00 p.m.
Cambridge Room

Members: Kathi Smith, Trustee (Audit Committee Chair)
Crystal Whetham, Trustee
Kathleen Woodcock, Trustee
James Chmiel
Jeff Weir

Guests: Waterloo Region DSB
John Bryant, Director of Education
Matthew Gerard, Coordinating Superintendent,
Business Services & Treasurer
Shannon Thompson, Manager of Review Services

Regional Internal Audit Team (RIAT)
Jenny Baker, Regional Internal Audit Manager
Andrea Eltherington, Senior Regional Internal Auditor

PricewaterhouseCoopers LLP
Dale Zorgdrager, Partner
Katelyn Murray, Manager

AGENDA

1. Introductions and Welcome Chair
 - Declaration of Conflicts of Interest
 - Approval of Agenda
 - Approval of Minutes –February 26, 2019 (*attached*)
2. Regional Internal Audit Team Status Update (*attached*) J. Baker
3. Future Agenda Items
4. Adjournment

Future Meeting Dates

September 25, 2019
November 6 or 13, 2019 – to be confirmed
February 5, 2020
May 27, 2020

Attachments

- *Minutes from February 26, 2019 Audit Committee Meeting*
- *Regional Internal Audit Team Status Update*

FEBRUARY 26, 2019
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. in the Cambridge Room with the following members in attendance:

Trustees: K. Smith (Chairperson), K. Woodcock
External Committee Members: J. Chmiel, J. Weir

WRDSB Staff: J. Bryant, M. Gerard
Regional Internal Audit Team (RIAT): J. Baker, A. Eltherington

Guests: PricewaterhouseCoopers LLP: D. Zorgdrager, K. Murray

Regrets: S. Thompson, C. Whetham

INTRODUCTIONS & WELCOME

Chairperson K. Smith called the meeting to order at 6:05 pm. 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 AGENDA

A. Moved by J. Chmiel, seconded by K. Woodcock:

That the agenda of the Open Session - Board Audit Committee Meeting of February 26, 2019, be approved, noting postponement of Audit Committee Professional Development to May.

-Carried-

APPROVAL OF MINUTES

B. Moved by K. Woodcock, seconded by J. Weir:

That the minutes of the Open Session - Board Audit Committee Meeting of November 13, 2018, be approved.

-Carried-

ELECTION OF CHAIR 2019-20

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

K. Woodcock nominated K. Smith for the position of Chair. K. Smith accepted the nomination. There were no other nominations.

A. Moved by K. Woodcock, seconded by J. Chmiel:

That K. Smith is Chairperson of the Waterloo Region District School Board Audit Committee for 2019-2020.

-Carried-

AUDIT COMMITTEE PROFESSIONAL DEVELOPMENT

The Audit Committee Professional Development item will be postponed until May.

REGIONAL INTERNAL AUDIT TEAM STATUS UPDATE

Audit Committee Mandate

J. Baker explained the Regional Internal Audit Mandate attached to the package of meeting materials was signed last year by the Regional Internal Audit Manager, the Chair of the Audit Committee and the Director of Education. This is a standard document outlining the scope and responsibilities of the audit team and brought annually to the committee. It is re-signed any year there is a change.

FUTURE AGENDA ITEMS

Audit Committee Professional Development - May

FUTURE MEETING DATES

Wednesday, May 29, 2019

ADJOURNMENT

C. Moved by J. Chmiel, seconded by J. Weir:

That the Open Session – Board Audit Committee of February 26, 2019 be adjourned.

-Carried-

The meeting adjourned at 6:15 pm.



MEMO

To: Waterloo Region District School Board Audit Committee
From: Jenny Baker, Regional Internal Audit Manager
Date: 29 May 2019
Subject: Regional Internal Audit Status Report – Public Session

This memorandum will serve to update the Audit Committee of the Regional Internal Audit Team's work since February 26, 2019.

A. Other

Annual Independence Assertion

In compliance with S1110 of the International Standards for the Professional Practice of Internal Auditing, I am confirming that the regional internal audit team is organizationally independent and 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.