



Audit Committee Meeting
November 13, 2015
12:00 pm to 2:00 pm
Education Centre, 20 Education Court
Meeting Room 340D – 3rd Floor Trustee Area

AGENDA

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| 1. Welcome and regrets * | Chair |
| 2. MOTION: Approval of agenda * | Chair |
| 3. MOTION: Approval of minutes, 09/24/15 meeting | Chair |
| 4. Action Items | |
| ▪ Declaration of Conflicts of Interest – Signoff on form | Chair |
| 5. Monitoring Items | |
| ▪ Nil | Chair |
| 6. Resolution into Private Session as per the Education Act, Section 207.2 | |
| a) the security of the property of the board. | Chair |
| 7. Meeting resumes in Public Session | Chair |
| 8. Any Other Business | |
| 9. Adjournment* | |

Asterisk () denotes this item is a standing item on the Audit Committee agenda*



Audit Committee Open Session Meeting #1 Minutes
Tuesday, September 24, 2015
Education Centre, 20 Education Court, Room 340A
3:00pm – 5:00pm

draft

Attendees:
Trustees: Jeff Beattie, Todd White, Greg Van Geffen
External: Carol Calvazara
Regrets: Jean Byrnes
Staff: Stacey Zucker, Superintendent of Business and Treasurer; Carrie Salemi, Manager of School Support and Compliance;
Regional Internal Audit Team: Jenny Baker, Manager
External Auditor: Lois Ouellete, Partner, KPMG; Paul Ciapanna, Audit Manager, KPMG
Recorder: Gayle MacDonald, Executive Assistant

<i>Item No.</i>	<i>Agenda</i>	<i>Person</i>	<i>Decisions/Action Summary</i>
1	Welcome and regrets	Stacey Zucker	Meeting called to order at 3:09 p.m. Regrets were received from Jean Byrnes.
2	Approval of Agenda		
2	Review and Approval of Agenda	Stacey Zucker	Approval of the agenda – moved by Jeff Beattie, seconded by Carol Calvazara. CARRIED UNANIMOUSLY
3	Action Items		
	Declaration of Conflicts of Interest – Signoff on form	Stacey Zucker	O. Reg. 361/10 Subsection 14 (1)) requires all committee members to complete a Conflict of Interest Declaration at the start of each fiscal year. All members present did so.
	Election of Chair		On motion of Jeff Beattie, seconded by Greg Van Geffen, the Audit Committee RECOMMENDS that Todd White be nominated for the position of Chair of the Audit Committee. CARRIED UNANIMOUSLY On motion of Jeff Beattie, seconded by Carol Calvazara, the nominations were closed CARRIED UNANIMOUSLY On the motion of Jeff Beattie, seconded by Greg Van Geffen, the Audit Committee appoints Trustee Todd White as Chair of the Audit Committee for 2015-2016 CARRIED UNANIMOUSLY

Item No.	Agenda	Person	Decisions/Action Summary
	Audit Committee Terms of Reference	Todd White	<p>Ontario Regulation 361/10: Audit Committees was amended in 2015 and the following changes made:</p> <ul style="list-style-type: none"> ▪ Committee Chair can be selected from all committee members; ▪ Make recommendation to Board to approve the external audit plan; ▪ Annual report to Ministry is now to specify whether any enrolment audits are expected from the internal auditor. <p>Staff presented the revised Terms of Reference to include the amendments to the Regulation.</p> <p>On motion of C. Calzavara, seconded by G. Van Geffen, the Audit Committee RECOMMENDS that the changes to the Audit Committee Terms of Reference be accepted. CARRIED UNANIMOUSLY</p>
	Annual Reports to the Board of Trustees on and Ministry on 2014-2015 Activities	Todd White	<p>Staff presented the two annual reports that are required under Regulation 361/10. Committee members requested amendments to the report to the Board of Trustees.</p> <p>On motion of G. Van Geffen, seconded by J. Beattie, the Audit Committee RECOMMENDS that the “Annual Report to the Board of Trustees and Forwarded to the Ministry of Education for the year ended August 31, 2015” be sent to the Ministry. CARRIED UNANIMOUSLY</p> <p>On motion of C. Calzavara, seconded by J. Beattie, the Audit Committee RECOMMENDS that the “Annual Report to the Board of Trustees for the year ended August 31, 2015” as amended be forwarded to the Board of Trustees for information. CARRIED UNANIMOUSLY</p>
4 Monitoring Items			
	Nil		
5 Additional Items for Discussion			
5 a)	Revisions to Audit Committee Regulation 361/10	Stacey Zucker	Staff highlighted the changes that were released in SB Memo 2015: B19 and also reflected in the revised terms of reference for the audit committee.
5 b)	Update from Business Services/School Board Sector Issues		<ul style="list-style-type: none"> • September school start up went well and there were a significant number of construction projects throughout the summer – either on going, completed or going into next phases. The school closures and implementation of the

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			Accommodation Review recommendations have been implemented. <ul style="list-style-type: none">• Announcement that Manny Figueiredo was appointed as the Director of Education for the Hamilton-Wentworth District School Board.
7	Any Other Business		
	Nil	Todd White	
9	Adjournment		The meeting resumed in public session at 5:51 p.m. and was adjourned at 5:52 p.m.