

### AGENDA: 5:30

1. Call to Order D. Danko
2. Approval of the Agenda D. Danko
3. Review of March 21, 2019 Audit Committee Report to Board D. Danko
4. Declaration of Conflicts of Interest – Signoff on form D. Danko
5. Update on School Board Sector Issues D. Dawson
6. Update from Regional Internal Audit Team J. Baker
7. Resolution into Private Session as per the Education Act, Section 207.2 D. Danko
  - a) the security of the property of the board.
  - b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian.
8. Meeting resumes in Public Session
9. Any Other Business D. Danko
10. Adjournment D. Danko

## COMMITTEE REPORT

Presented to: Board

Date of Meeting: April 15, 2019

From: Audit Committee

Date of Meeting: March 21, 2019

The committee held a meeting from 5:41 p.m. to 8:10 p.m. on March 21, 2019 at 20 Education Court, Hamilton, ON, in Meeting Room 340D with Trustee Danko presiding.

Members present were: Trustees Christine Bingham, Dawn Danko and Paul Tut. External members present were: Carol Calvazara and John Laratta. Trustee Alex Johnstone and Student Trustee Cameron Prosic were also in attendance.

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### ACTION ITEMS:

#### A. Election of the Chair

On the motion of Paul Tut **the Audit Committee appoints Trustee Dawn Danko as Chair of the Audit Committee for the remainder of 2019.**

**CARRIED**

#### B. Regional Internal Audit Mandate

In 2016: SB31 '**Update on Regional Internal Audit Consistency Measures**' was issued. This memo introduced a revised Regional Internal Audit Mandate that states:

*"All school boards in the province should adopt the updated version of the mandate in 2016-17. Further, the mandate should be presented to the audit committee annually and re-signed in any year there is a change in the signatories so that all parties are aware of and approve the mandate."*

On the motion of Paul Tut **the Audit Committee recommends that the Audit Committee adopt the Regional Internal Audit Mandate.**

**CARRIED**

### MONITORING ITEMS:

#### B. Annual Review of Audit Committee Terms of Reference

Committee members reviewed the Terms of Reference and no changes were made.

#### C. Review of Audit Committee Work Plan

Committee members reviewed the Annual Work Plan.

#### D. Update on School Board Sector Issues

School boards across Ontario are currently in the process of developing their budgets for 2019-2020 which is due to the Ministry June 30, 2019. The actual grant amounts will not be known until the end of April and staff are working with Executive Council and the Finance and Facilities Committee to look at ways to balance the budget while minimizing the impact to students and aligning with the Board's strategic directions.

Respectfully submitted,  
Dawn Danko, Chair of the Committee

**Declaration to the Chair of the Audit Committee of  
the Hamilton-Wentworth District School Board  
by a Member of the Audit Committee  
as to Whether or Not the Member has a Conflict of Interest**

1.) **This Declaration applies to:**  
*(check one)*

- a) **the Committee meetings of the Audit Committee for the fiscal year 2018-19;**
- b) **any changes subsequent to the fiscal year declaration.**

2.) I \_\_\_\_\_, declare that I do not have a conflict of interest as  
*(name of member)*  
defined by Subsection 4(2) of O. Reg 361/10, *Education Act*, RSO 1990  
C.E-2.  
*(strike out if inapplicable)*

3.) I \_\_\_\_\_, declare that I have a conflict of interest as defined  
*(name of member)*  
by Subsection 4(2) of O. Reg 361/10, *Education Act*, RSO 1990 C.E-2  
because one or more of my: parent(s), child(ren) or spouse is/are employed  
by the Board at this time.  
*(strike out if inapplicable)*

Dated at City, Ontario this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
**Audit Committee Member**

**Note: Subsection 4(2) O. Reg 361/10, *Education Act*, RSO 1990 C.E-2 states:**

**“4(2) For the purposes of clause (1)(c), a person has a conflict of interest if his or her parent, child or spouse is employed by the board”.**

*Written declarations must be submitted to the Chair of the committee at the first meeting of the committee in each fiscal year as per Subsection 14(1) O. Reg 361/10.*



## MEMO

To: Hamilton Wentworth District School Board Audit Committee  
From: Jenny Baker, Regional Internal Audit Manager  
Date: 30 May 2019  
Subject: Regional Internal Audit Status Report – Public Session

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This memorandum will serve to update the Audit Committee of the Regional Internal Audit Team's work since March 21, 2019.

### C. 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.