

AGENDA

Audit Committee Meeting

Tuesday, February 13, 2024, 4:30p.m.

Boardroom, Catholic Education Centre

Mission: Disciples of Christ, nurturing mind, body, and soul to the fullness of life.

Vision: Changing the world through Catholic education.

	Pages
A. Routine Matters	
1. Call to Order and Attendance	
2. Opening Prayer	3
3. Land Acknowledgment	
4. Election of Chair of the Audit Committee in Accordance with By-Laws - Executive Superintendent Cherepacha	
5. Election of Vice-Chair of the Audit Committee in Accordance with By-Laws - Chair	
6. Approval of Agenda	
7. Declaration of Interest	
a. Declaration of Conflict of Interest - K. John Boots	
8. Approval of the Minutes of the Audit Committee Meeting, November 15, 2023	4
a. Business Arising from the Committee Minutes - Nil	
B. Proposed Terms of Reference 2024 - Executive Superintendent Cherepacha	8
C. Awards and Presentations	
D. Delegations	
E. Reports from Committee/Administration for Receipt	
1. Regional Internal Audit Team (RIAT) Update Report - Paula Hatt, Senior Manager, RIAT	12
2. RIAT Legislative Compliance Report - Paula Hatt, Senior Manager, RIAT	16
F. Reports from Committee/Administration requiring Action	
1. Appointment of External Auditors - Executive Superintendent Cherepacha	23
G. Additional Business	
1. Notices of Motion	
H. Questions Asked by Committee Members	

Bless us as we gather today
for this meeting.

Guide our minds and hearts so that
we will work
for the good of our community and help
all Your people.

Teach us to be generous in our outlook, courageous
in face of difficulty,
and wise in our decisions.

Father,
we praise You,
for ever and ever.

Amen.

Trustees:	Bruno Iannicca	Chair
	Anisha Thomas	Vice-Chair
External Members:	Laura Prest a	External Audit Committee Member
Regrets:	Thomas Thomas	Trustee
Staff:	Marianne Mazzorato, Ed.D.	Director of Education, Secretary to the Board
	Daniel Del Bianco	Associate Director, Corporate Services
	Julie Cherepacha	Executive Superintendent, Finance, Chief Financial Officer and Treasurer
	Brian Hester	Superintendent, Financial Services
	Carrie Salemi	General Manager, Finance
	Kevin Sun	Internal Auditor
	Reynard Balatbat	Senior Auditor
Recorder:	Cindy Child	Board and Committee Information Officer

1. Call to Order and Attendance
Chair Bruno Iannicca called the meeting to order at 4:35 p.m.
2. Opening Prayer led by Chair Bruno Iannicca
3. Land Acknowledgment - External Member Laura Prest a
4. Approval of Agenda

Anisha Thomas

Laura Prest a

(Ontario Regulation 361/10 of the Education Act - requirements of Audit Committees)

: TBD

: TBD

Anisha Thomas, Thomas Thomas, Bruno Iannicca (Year two)

: Laura Prestia
John Boots

: Associate Director, Corporate Services
Associate Director, Instructional Services
Internal Auditor
Senior Internal Auditor

Executive Superintendent, Finance, Chief Financial Officer and Treasurer
Director of Education

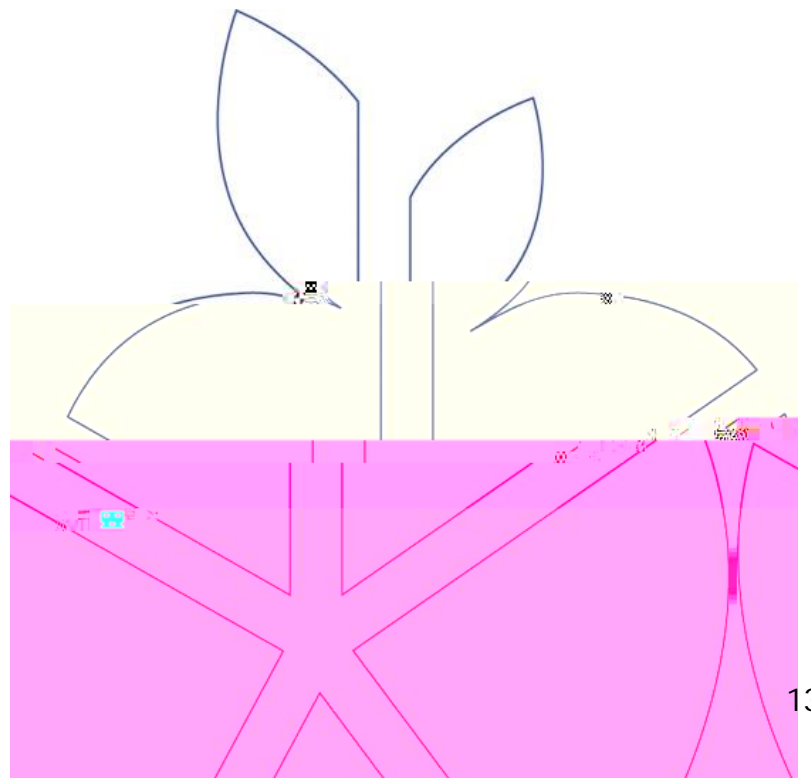
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Board Members – two-year term appointed by the Board of Trustees.
Non-Board Members – up to a three year term as per

As described in _____ every member of the audit committee shall, when appointed to the committee for the first time and at the first meeting in each fiscal year, submit a written declaration to the chair of the committee declaring whether they have a conflict of interest. Also, if a member becomes aware of a conflict after their appointment, they shall immediately disclose the conflict in writing to the chair.

The audit committee will meet at least three (3)



RIAT Update for the Audit Committee: February 13, 2024





The purpose of this report is to provide an update on outstanding engagements from the Dufferin-Peel Catholic) o " k @ " h k@u activities.

The following is the status of engagements that are still outstanding from the Dufferin-Peel Catholic) o " k gional Internal Audit Plan for the current and prior years.

IT Asset Management	2020-21	RIAT	Not Started	TBD
Legislative Compliance	2022-23	RIAT	Complete	Jan-23
Benchmarking Phase 2	2022-23	RIAT	Reporting	Apr-23
Succession Planning for Critical Positions	2023-24	RIAT	Planning	Feb/Mar-24
IT Assets: Sustainability	2023-24	RIAT	Not Started	TBD

Further details, including engagement objective, are included below:

IT Asset Management RIAT will assess the key controls surrounding management of IT assets at the school level (staff and students) including controls surrounding approval, purchasing, deployment, retirement and recording/monitoring of IT related assets (e.g., computers, tablets).

This engagement had been deferred due to turnover in the Chief Information Officer position. RIAT is now working with management to schedule this engagement.

Legislative Compliance The final report for this engagement has been issued and will be presented to the Audit Committee.

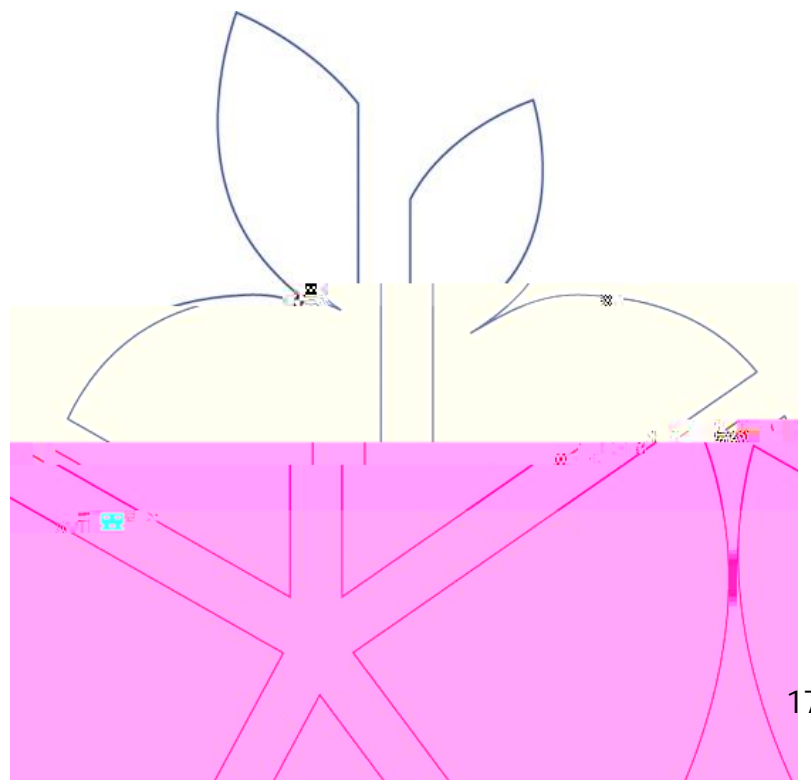


As a compliment to the previously planned IT Asset Management audit, which will focus on managing student devices throughout the asset lifecycle, the objective of this consulting engagement is to develop a strategy to approach student devices at the Board in the future.

The timing of this engagement is to be determined.

Follow-up Activities:

As time permits, the RIAT will continue to identify additional follow-up engagements to complete.





- i. Review the legislation captured within their portfolio to ensure complete and accurately assigned, making any changes needed (such as adding/removing applicable legislation). Overall, there is a total of 224 items relevant to DPCDSB.
 - ii. Review and determine the accuracy of the generic inherent risk rating for each legislation in their portfolio (priority of Critical, High, Moderate, or Limited), making changes where needed.
 - iii. Input the position or sub-department responsible for compliance with the legislation.
3. For all items with an inherent risk rated as Critical or High, responsible staff identified and documented controls currently in place to mitigate the risk of non-compliance. The residual risk of non-compliance for that item was then assessed (as Critical, High, Moderate, or Limited) based on the controls in place.
4. RIAT held meetings with responsible staff where needed to assist and ensure that the tool was completed according to the instructions/requirements.

Legislative Compliance Tool Summary of Results

See Appendix A for an example of the tool and relevant definitions.

Inherent Risk Ranking: In total, there were 224 items on the DPCDSB Legislative Compliance Tool. Below is the summary of the inherent risk ratings assessed (i.e., risk of non-compliance, before consideration of internal controls).

Total Legislation Assessed	
Limited	56



Appendix A Example of the Legislative Compliance Tool

Definitions:

Inherent Risk: The inherent risk of non-compliance for each legislation is assessed based on impact and

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