



DURHAM DISTRICT SCHOOL BOARD

NOTICE OF MEETING

AUDIT COMMITTEE PUBLIC SESSION

Wednesday, June 19, 2024

Chairperson: Leslie Miller

Recording Secretary: Kristin Talbot

DATE: Wednesday, June 19, 2024

TIME: 6:00 p.m.

LOCATION: Virtual

ATTACHMENTS: Agenda

Copies to:

Committee Members

Director of Education

Associate Director of Corporate Services

Invited Board Staff

Invited Guests



Durham District School Board

Audit Committee Meeting

PUBLIC AGENDA

Wednesday, June 19, 2024

6:00 p.m.

Virtual

	<u>Presented By</u>	<u>Page</u>
1. Call to Order		
2. Land Acknowledgement	Chair Miller	
3. Declarations of Conflict of Interest	Chair Miller	
4. Approval of the Agenda	Chair Miller	
5. Approval of the March 20, 2024 Audit Committee Public Meeting Minutes	Chair Miller	1 - 2
6. Election of Audit Committee Chair	D. Wright	Verbal
O. Reg. 361/10, s. 6 (1): "6. (1) At the first meeting of the audit committee in each fiscal year, the members of the committee shall elect the chair of the committee for the fiscal year of the board from among the members appointed to the committee."		
7. 2024-2025 Meeting Schedule	D. Wright	3
8. Other Business	Chair Miller	
9. Next Meeting – September 17, 2024		
10. Adjournment	Chair Miller	



Durham District School Board

Audit Committee Meeting

DRAFT MINUTES

A PUBLIC meeting of the Audit Committee was held on Wednesday, March 20, 2024, virtually via ZOOM.

1. Call to Order

Chair Miller called the meeting to order at approximately 6:05 p.m.

Committee Members Present:	Michelle Arseneault, Trustee Stephen Linton, Trustee Jawwad Aslam, External Member Leslie Miller, External Member
Committee Members Regrets/Absence:	Shailene Panylo, Trustee
Staff Present:	Camille Williams-Taylor, Director of Education and Secretary to the Board David Wright, Associate Director, Corporate Services and Treasurer of the Board Patrick Cotter, Legal Counsel Melissa Durward, Senior Manager of Finance Jennifer Machin, Senior Manager of Finance Sid Lashley, Internal Auditor
Guests Present:	Jeff Henderson, Regional Internal Audit Manager Amyr Bhayani, Senior Regional Internal Auditor
Recording Secretary:	Kristin Talbot, Executive Assistant

2. Land Acknowledgement

Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with the territories upon which our school board and schools are located. Today, this area is home to many Indigenous peoples from across Turtle Island (North America). We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

3. Introduction of New Member

Associate Director Wright introduced incoming External Member Jawwad Aslam to the Committee. Appreciation was expressed to outgoing External Member Olufunke Majebi for her contributions during her 3 year term.

4. Declaration of Conflict of Interest

There were no declarations of conflict of interest.

5. Approval of the Agenda

Chair Miller added 7.1 Audit Committee Chair – Term of Role

None opposed to the agenda as amended.

6. Approval of the November 9, 2023 Audit Committee PUBLIC Meeting Minutes

MOVED by Michelle Arseneault

That the minutes be approved as presented.

CARRIED

7. Annual Agenda Plan

Associate Director Wright reviewed the annual agenda plan. It was noted this is an amalgam of Ministry requirements and historical practice. Items can be added as need arises.

A discussion ensued and questions were responded to.

7.1 Audit Committee Chair – Term of Role

Associate Director Wright noted the term for the Audit Committee Chair should be clarified.

It was noted that O Reg. 361/10 outlines that the election of the Chair should be held the first meeting of each fiscal year, which would set a one-year term. There is no restriction to re-electing a Chair for multiple terms.

A discussion ensued and questions were responded to.

It was determined the Election of Chair will be added to the September meeting agenda.

8. Other Business

There was no other business.

9. Next Meeting Date

June 19, 2024

10. Adjournment

The meeting was adjourned at 6:21 p.m.

Leslie Miller
Chair of the Committee

DDSB Audit Committee
2024-2025 Meeting Schedule

September 17, 2024 – 6:00 p.m.

- Ensure quorum is present
- Maintain minutes, review and approve the minutes of prior meetings
- Members declare any potential financial benefits relating to agenda items
- Annual report to the Ministry (prior fiscal year)
- Annual report to the Board of Trustees (prior fiscal year)
- Regional internal auditor performance evaluation (prior fiscal year)
- External auditor performance evaluation (prior fiscal year)
- Regional internal audit mandate review (current fiscal year)
- Review regional internal audit plan (current fiscal year)
- Meet with management, regional internal audit, and external auditors privately to discuss any necessary matters

November 6, 2024 – 6:00 p.m.

- Ensure quorum is present
- Maintain minutes, review and approve the minutes of prior meetings
- Members declare any potential financial benefits relating to agenda items
- Review of financial statements (prior fiscal year)
- Review of external auditor's management letter (prior fiscal year)
- Meet with management, regional internal audit, and external auditors privately to discuss any necessary matters

March 19, 2025 – 6:00 p.m.

- Ensure quorum is present
- Maintain minutes, review and approve the minutes of prior meetings
- Members declare any potential financial benefits relating to agenda items
- Election of Committee Chair
- Review regional internal audit plan (current and next fiscal year)
- Make a recommendation to the Board on the appointment of external member (next three-year term, as needed)
- Make a recommendation to the Board on the appointment of external auditor (next fiscal year, as needed)
- Meet with management, regional internal audit, and external auditors privately to discuss any necessary matters

June 18, 2025 – 6:00 p.m.

- Ensure quorum is present
- Maintain minutes, review and approve the minutes of prior meetings
- Members declare any potential financial benefits relating to agenda items
- Review of external auditor's audit plan (next fiscal year)
- Review of internal audit plan (current and next fiscal year)
- Meet with management, regional internal audit, and external auditors privately to discuss any necessary matters