

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

COMMITTEE MEETING MINUTES

Held Monday, June 8, 2020 at 3:00 p.m.
Roy H. Wilfong Boardroom, 1994 Fisher Drive, Peterborough, Ontario

Present: Milena Ceglie (Committee Chairperson), Trustees Diane Lloyd (Chairperson of the Board), Sarah Bobka (Vice-chairperson of the Board) and Terry Brown; and Alison McLaren.

Also Present: C. Arnew, A. Foster, C. McKeen; M. Connors, V. Mason, R. Steinginga; and S. Foss.

Due to the current health advisory and public health measures in place provincially, the meeting was held virtually using WebEx.

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

The meeting was called to order (3:05 p.m.) and it was recognized and acknowledged that the committee is meeting on the traditional territory of the Mississauga First Nations.

ADOPTION OF AGENDA

It was,

Moved by: Trustee Brown
Seconded by: Trustee Bobka

That the Agenda be adopted as printed.

CARRIED

ADOPTION OF MINUTES

It was,

Moved by: Trustee Bobka
Seconded by: Trustee Brown

That the minutes of the Audit Committee meeting of February 10, 2020 be adopted as recorded.

CARRIED

AUDITOR REPORTS

Report of the External Auditors

Superintendent Arnew reported that each year the external auditors provide an audit plan, Audit Committee planning letter and engagement letter to the Audit Committee.

Veronica Mason, representing Baker Tilly KDN LLP, reviewed the overall objectives and scope of the Audit Plan for 2020, including planned audit procedures, dates for field work, fees, accounting services and quality control procedures. It was noted that proposed dates must remain flexible due to the COVID-19 pandemic measures, that audit work can be done remotely, and that the Literacy Basic Skills (LBS) and Ontario Youth Apprenticeship Program (OYAP) audits were no longer required. Committee members were invited to bring forward other issues to be addressed in the audit plan.

Richard Steinginga, representing Baker Tilly KDN LLP noted the annual auditor Engagement Letter, and provided in-depth review of the Audit Committee Planning Letter, detailing auditor independence, responsibilities of auditors and Audit Committee members, significant accounting principles and procedures and other matters. Audit procedures include a combination of tests and controls to evaluate whether effective controls are in place and detect any material misstatements. It was noted that the audit does not relieve management or those responsible for governance of their responsibilities and there is a duty to prevent and detect illegal actions. R. Steinginga reported that the impacts of COVID-19 could create higher risks which will be addressed should they come up.

Questions of clarification were addressed, and discussion continued concerning the integrity of the audit and the security of electronic data.

It was,

Moved by: Trustee D. Lloyd
Seconded by: Trustee Brown

That the 2020 External Audit Plan be approved.

CARRIED

It was,

Moved by: Trustee Brown
Seconded by: Trustee D. Lloyd

That the Committee move to In-camera Session (3:38 p.m.).

CARRIED

The Open Session of the meeting resumed (4:25 p.m.).

Committee Chairperson M. Ceglie noted the next meeting of the Audit Committee would take place on September 21, 2020.

ADJOURNMENT

It was,

Moved by: Trustee D. Lloyd
Seconded by: Trustee Brown

That the Audit Committee meeting be adjourned at 4:25 p.m.

CARRIED

Milena Ceglie
Committee Chairperson
June 8, 2020