

AUDIT COMMITTEE REGULAR MEETING Open (Public) Session

AGENDA
September 17, 2019

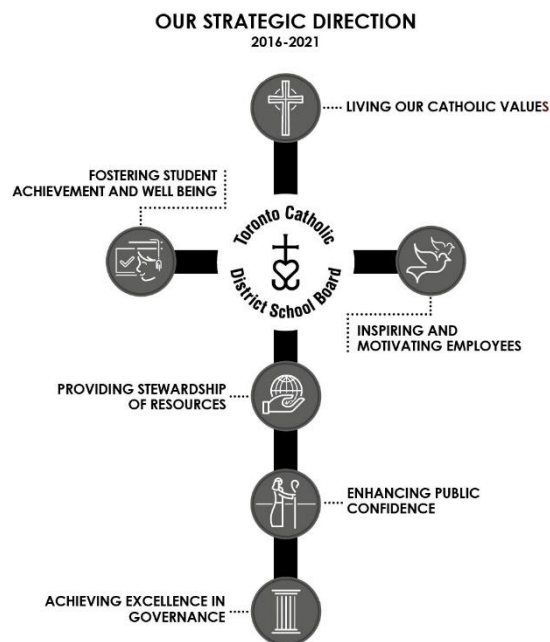
Angela Kennedy. Chair

Michael Del Grande

Daniel Di Giorgio

Nancy Borges

Ryan Singh



MISSION

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.

VISION

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Recording Secretary: Sophia Harris, 416-222-8282 Ext. 2293

Assistant Recording Secretary: TBC, 416-222-8282 Ext. 2298

Rory McGuckin
Director of Education

Maria Rizzo
Chair of the Board

Summary of Terms of Reference for Audit Committee

The Audit Committee shall have responsibility for considering matters pertaining to:

(1) Related to the board's financial reporting process:

1. To review with the director of education, a senior business official and the external auditor the board's financial statements, the results of an annual external audit
2. To review the board's annual financial statements and consider whether they are complete, are consistent with any information known to the audit committee members and reflect accounting principles applicable to the board.
3. To ask the external auditor about any other relevant issues.

(2) Related to the board's internal controls:

1. To review the overall effectiveness of the board's internal controls.
2. To review the scope of the internal and external auditor's reviews of the board's internal controls, any significant findings and recommendations by the internal and external auditors and the responses of the board's staff to those findings and recommendations.
3. To discuss with the board's officials the board's significant financial risks and the measures the officials have taken to monitor and manage these risks.

(3) Related to the board's internal auditor:

1. To review the internal auditor's mandate, activities, staffing and organizational structure with the director of education, a senior business official and the internal auditor.
2. To make recommendations to the board on the content of annual or multi-year internal audit plans and on all proposed major changes to plans.
3. To ensure there are no unjustified restrictions or limitations on the scope of the annual internal audit.
4. To review at least once in each fiscal year the performance of the internal auditor and provide the board with comments regarding his or her performance.
5. To review the effectiveness of the internal auditor, including the internal auditor's compliance with the document International Standards for the Professional Practice of Internal Auditing, as amended from time to time, published by The Institute of Internal Auditors and available on its website.
6. To meet on a regular basis with the internal auditor to discuss any matters that the audit committee or internal auditor believes should be discussed.

(4) Related to the board's external auditor:

1. To review at least once in each fiscal year the performance of the external auditor and make recommendations to the board on the appointment, replacement or dismissal of the external auditor and on the fee and fee adjustment for the external auditor.

2. To review the external auditor's audit plan and confirm the independence of the external auditor.
3. To meet on a regular basis with the external auditor to discuss any matters that the audit committee or the external auditor believes should be discussed.

(5) Related to the board's compliance matters:

1. To review the effectiveness of the board's system for monitoring compliance with legislative requirements and with the board's policies and procedures, and where there have been instances of non-compliance, to review any investigation or action taken by the board's director of education, supervisory officers or other persons employed in management positions to address the non-compliance.
2. To obtain regular updates from the director of education, supervisory officers and legal counsel regarding compliance matters and that all statutory requirements have been met.

(6) Related to the board's risk management:

1. To ask the board's director of education, a senior business official, the internal auditor and the external auditor about significant risks, to review the board's policies for risk assessment and risk management and to assess the steps the director of education and a senior business official have taken to manage such risks, including the adequacy of insurance for those risks.
2. To initiate and oversee investigations into auditing matters, internal financial controls and allegations of inappropriate or illegal financial dealing.

(7) Related to reporting to the board:

1. To report to the board annually, and at any other time that the board may require, on the committee's performance of its duties.

(8) Related to website maintenance:

1. To make all reasonable efforts to ensure that a copy of Ontario Regulation 361/10 is posted on the board's website.

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AGENDA THE REGULAR MEETING OF THE AUDIT COMMITTEE

PUBLIC SESSION

Tuesday, September 17, 2019
6:30 P.M.

Pages

1. Call to Order
2. Opening Prayer
3. Roll Call & Apologies
4. Approval of the Agenda
5. Declarations of Interest
6. Approval & Signing of the Minutes of the Meeting held May 14, 2019 for Public Session 1 - 6
7. Delegations
8. Presentations
 - 8.a Trevor Ferguson & Scott Finkel, representing Deloitte LLP (Refer Item 13b)
 - 8.b Paula Hatt, representing the Toronto & Area Regional Internal Audit Team re: Item 15(b)
9. Notices of Motion

10.	Consent and Review	
11.	Unfinished Business	
12.	Matters referred/deferred	
13.	Staff Reports	
13.a	Trevor Ferguson & Scott Finkel, representing Deloitte LLP, regarding the 2019 Audit Plan	7 - 24
13.b	Paula Hatt, representing the Toronto & Area Regional Internal Audit Team, regarding the Regional Internal Audit Team Update	25 - 28
13.c	Process for Approving Procurement Awards Above \$50,000	29 - 42
13.d	2018-19 Third Quarter Financial Status Update	43 - 53
13.e	Whistleblower Program Update	54 - 75
13.f	Audit Committee Annual Agenda / Checklist	76
14.	Listing of Communication	
15.	Inquiries and Miscellaneous	
15.a	Next Scheduled Audit Committee Meeting Date:	
15.a.1	November 13, 2019 (Tuesday)	
16.	Updating of Pending List	77
17.	Closing Prayer	
18.	Adjournment	

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MINUTES OF THE REGULAR MEETING OF THE AUDIT COMMITTEE OPEN (PUBLIC) SESSION

HELD TUESDAY, MAY 14, 2019

Trustees: A. Kennedy, Chair
M. Del Grande
D. Di Giorgio
M. Rizzo

External Members: N. Borges
R. Singh

Staff: R. McGuckin
L. Noronha
S. Camacho
P. De Cock
D. Bilenduke
C. Giambattista

S. Harris, Recording Secretary
S. Tomaz, Assistant Recording Secretary

External Auditor: P. Hatt, Toronto and Area Regional Internal Audit Team

4. Approval of the Agenda

MOVED by Trustee Del Grande, seconded by Ryan Singh, that the Agenda, as amended to include the Addendum, and to reorder Items 13c) 2019-20 Budget Impacts and Grants for Student Needs (GSN) Announcement – Overall and Instructional Related; and 13d) 2019-20 Budget Impacts and

Grants for Student Needs (GSN) Announcement – Non-Instructional Related after Item 13g) Annual Agenda/Checklist, be approved.

Trustee Di Giorgio left the table at 8:52 pm.

The Motion was declared

CARRIED

5. Declarations of Interest

Trustees Del Grande and Kennedy declared an interest in Items 13c) 2019-20 Budget Impacts and Grants for Student Needs (GSN) Announcement – Overall and Instructional Related; and 13d) 2019-20 Budget Impacts and Grants for Student Needs (GSN) Announcement – Non-Instructional Related, as they have family members who are employees of the Board. Trustees Del Grande and Kennedy indicated that they would neither participate in those discussions nor vote on those items.

6. Approval & Signing of the Minutes of the Previous Meeting

MOVED by Ryan Singh, seconded by Nancy Borges, that the Minutes of the Meeting held March 26, 2019 be approved.

The Motion was declared

CARRIED

Trustee Di Giorgio returned to the table at 8:56 pm.

Trustee Del Grande left the table at 8:58 pm.

MOVED by Trustee Nancy Borges, seconded by Ryan Singh, that Items 8a) and 13a) be adopted as follows:

8. Presentation

- 8a) Paula Hatt, representing the Toronto and Area Regional Internal Audit Team (RIAT) – Refer Item 13a) received; and**

13. Staff Reports

- 13a) Paula Hatt, representing the Toronto and Area RIAT regarding the RIAT Update – Refer Item 8a) received.**

The Motion was declared

CARRIED

Trustee Del Grande returned to the table at 8:59 pm.

MOVED by Trustee Del Grande, seconded by Nancy Borges, that Items 8b) and 13b) be adopted as follows:

8. Presentation

- 8b) Paula Hatt, representing the Toronto & Area RIAT Team (refer Item 13b) received.**

13. Staff Reports

- 13b) Paula Hatt, representing the Toronto & Area RIAT, regarding the Toronto Catholic District School Board (TCDSB) Risk Universe Update Audit Report (Refer Item 8b) that the proposed engagements on the following six functional areas be approved:**

1. Financial Management and Reporting;
2. Planning, Facilities and Operations;
3. Human Resources and Payroll, Phase 1;
4. Human Resources and Payroll, Phase 2;
5. Information Communications and Technology; and
6. Corporate Services and Other; and

that the TCDSB not engage in a transportation audit at this time.

The Motion was declared

CARRIED

Trustee Del Grande left the table at 9:36 pm and returned at 9:37 pm.

MOVED by Trustee Di Giorgio, seconded by Nancy Borges, that Item 13e) be adopted as follows:

- 13e) Draft TCDSB Information and Technology Strategy for Consultation** received.

The Motion was declared

CARRIED

MOVED by Nancy Borges, seconded by Ryan Singh, that Item 13f) be adopted as follows:

- 13f) Audit Committee's Self-Assessment (Annual)** that each member of the Audit Committee anonymously complete the Self-Assessment survey and

send it to Paul De Cock, Comptroller of Business Services, for a report to come back to the Audit Committee.

The Motion was declared

CARRIED

MOVED by Nancy Borges, seconded by Ryan Singh, that Item 13g) be adopted as follows:

13g) Audit Committee Annual Agenda/Checklist received.

The Motion was declared

CARRIED

15. Inquiries and Miscellaneous

MOVED by Ryan Singh, seconded by Nancy Borges, that Item 15a) be adopted as follows:

15a) Next Scheduled Meetings: Tuesday, September 17, 2019 and November 13, 2019 received.

Trustees Del Grande and Kennedy left the table at 10:16 pm due to a Declaration of Interest in Items 13c) and 13d), as earlier indicated.

MOVED by Trustee Nancy Borges, seconded by Ryan Singh, that Items 13c) and 13d) be adopted as follows:

- 13c) 2019-20 Budget Impacts and Grants for Student Needs (GSN) Announcement – Overall and Instructional Related** received; and
- 13d) 2019-20 Budget Impacts and Grants for Student Needs (GSN) Announcement – Non-Instructional Related** received.

The Motion was declared

CARRIED

18. Adjournment

MOVED by Nancy Borges, seconded by Ryan Singh, that the meeting be adjourned.

The Motion was declared

CARRIED

SECRETARY

CHAIR



Toronto Catholic District School Board
2019 Audit service plan

For the year ending August 31, 2019
Presented to the Audit Committee
September 17, 2019

July 31, 2019

Private and confidential

To the Chair and Members of the Audit Committee
Toronto Catholic District School Board
80 Sheppard Avenue East
Toronto ON M2N 6E8

2019 Audit service plan

Dear Audit Committee Members:

We are pleased to provide you with our audit service plan for Toronto Catholic District School Board ("the Board") for the year ending August 31, 2019. This document describes the key features of our plan including our audit scope and approach, our planned communications with you, and our team.

Our commitment to you is straightforward: we will provide you with outstanding professional services delivered by an experienced and dedicated team of specialists. Our professionals will continue providing you with best practices and insights to face the increasingly complex array of issues and challenges encountered by companies like the Board.

We look forward to discussing our audit service plan with you and answering any questions you may have.

Yours truly,



Chartered Professional Accountants
Licensed Public Accountants

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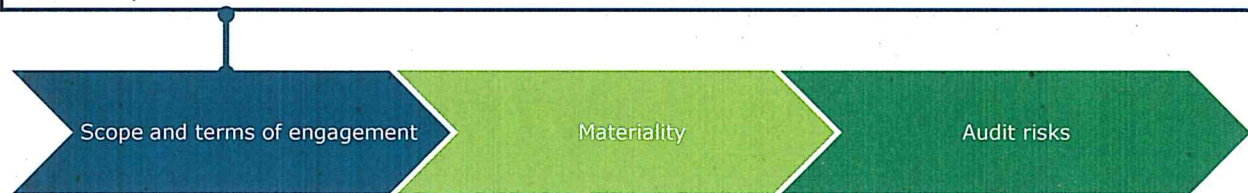
Our audits explained

Audit scope and terms of engagement

We have been engaged to perform an audit of the Board's consolidated financial statements (the "Financial Statements") prepared in accordance with the Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11, Accounting Policies and Practices Public Entities ("Regulation 395/11"), of the Financial Administration Act as at and for the year ending August 31, 2019. In addition, we have also been engaged to perform the audit of the Ontario Youth Apprenticeship program and the Literacy and Basic Skills program. Deloitte also performs specified procedures on the Boards March year end reporting. Our audits will be conducted in accordance with Canadian generally accepted auditing standards ("Canadian GAAS").

The terms and conditions of our engagement are described in the Master Services Agreement, dated August 26, 2016, which has been signed on behalf of the Board of Trustees and management, and the Confirmation of Changes letter dated May 27, 2019.

We performed our interim audit work during July 2019 and have scheduled the year-end fieldwork commencing October 14, 2019.



Materiality

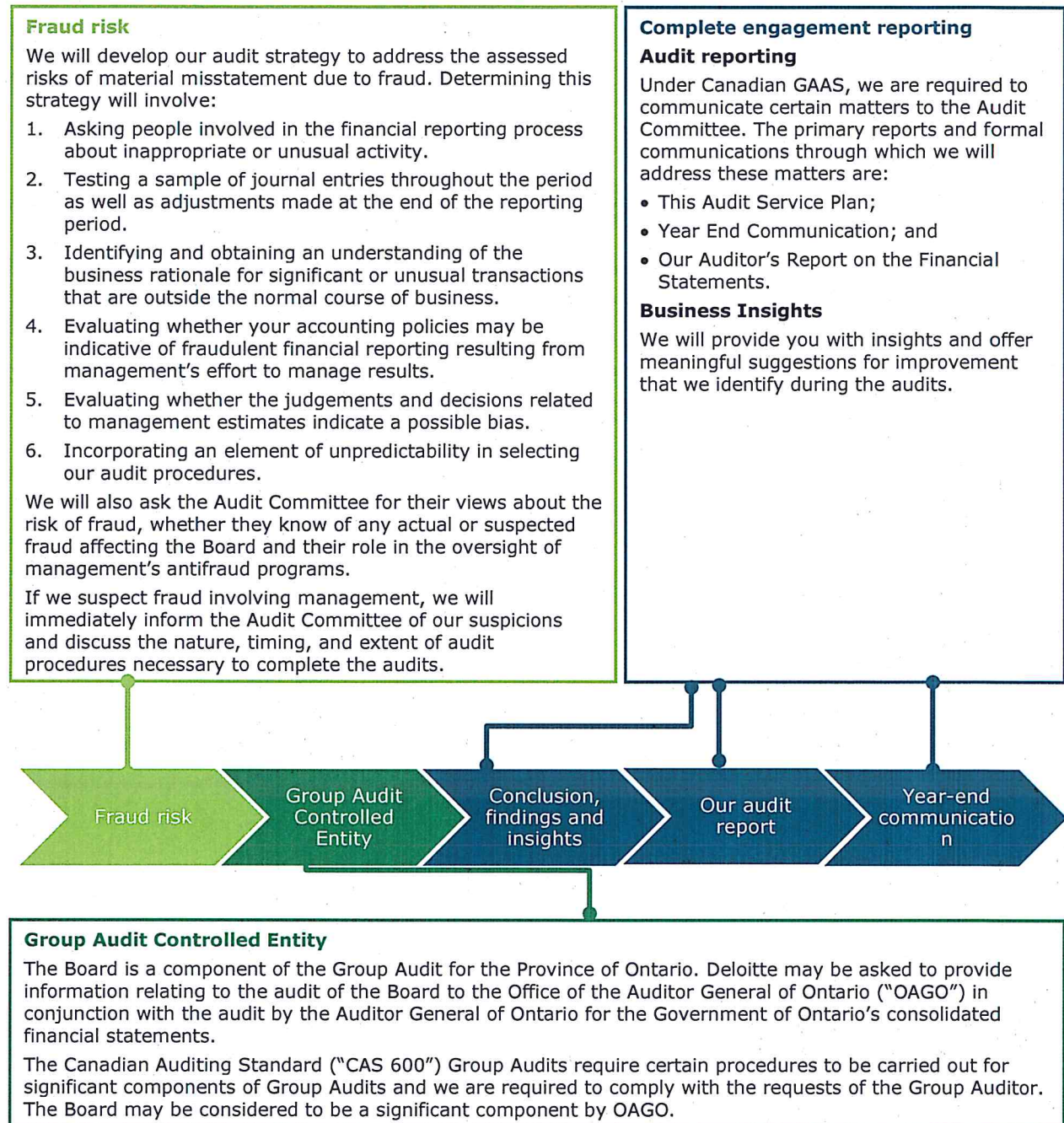
We are responsible for providing reasonable assurance that your Financial Statements as a whole are free from material misstatement.

Materiality levels are determined using professional judgement using total expenses as a reference point.

We will inform the Audit Committee of all uncorrected misstatements greater than a clearly trivial amount of 5% of materiality and any misstatements that are, in our judgment, qualitatively material. In accordance with Canadian GAAS, we will ask that any misstatements be corrected.

Audit risks

Through our preliminary risk assessment process, we have identified areas of audit risk. These risks of material misstatement and related audit responses are discussed in the Audit risks section of this report.



Audit risks

During our risk assessment, we identified areas of audit risk that will require special audit consideration. These risks, together with our planned responses, are described below.

The following tables set out certain areas of audit risk that we identified during our preliminary planning activities, including our proposed response to each risk. Our planned audit response is based on our assessment of the likelihood of a risk's occurrence, the significance should a misstatement occur, our determination of materiality and our prior knowledge of the Board.

Provincial grants and other fees Revenue/deferred revenue*

Audit risk

Appropriate recognition of revenue in accordance with public sector accounting standards supplemented by Ontario Government regulations

Our proposed audit response

- Testing of Government transfers received through confirmation with the Ministry of Education
- Detailed substantive testing of revenue supplemented by analytical review procedures
- Review of grant stipulations
- Review of related disclosure

Payroll

Audit risk

Significance and volume of transactions

Our proposed audit response

- Review and test the design, implementation and operating effectiveness of internal controls related to the payroll cycle.
- Detail test payroll transactions for appropriate pay in accordance with employment agreements and other relevant documentation.
- Overall analytical review of payroll amounts.

Accounting for Government Transfers in accordance with Ministry directives and Ontario government regulations as it relates to capital contributions

Audit risk

Requires certain accounting which has been prescribed by the Ministry and can be complex given the significance of transactions and balances impacted at the Board.

Our proposed audit response

- Attend Ministry training for school business officials and auditors to understand any new directives and reporting requirements.
- Detailed testing of transactions and balances impacted and determine that the Board has accounted for these transactions in accordance with regulations and relevant policies.
- Ensure adequate disclosure of the basis of accounting in the notes to the consolidated financial statements.

Accounts payable and accrued liabilities

Audit risk

Determine if existence and cut-off are appropriate and if estimates are supported.

Our proposed audit response

- Test disbursements subsequent to year-end to determine the reasonableness of accounts payable and accrued liabilities, and
- Test the supporting assumptions for accruals.

Tangible capital assets and deferred capital contributions

Audit risk

Validity and recording accuracy.

Our proposed audit response

- Test a sample of additions during the year to supporting documentation,
- Test to ensure additions to deferred capital contributions are externally restricted for capital purchases,
- Test amortization of tangible capital assets to ensure assets are appropriately amortized in accordance with Ministry guidelines,
- Test to ensure amortization of deferred capital contributions are amortized at the same rate as the assets they are associated with, and
- Test a sample of repairs and maintenance items to determine if they should be capitalized.

Management override of controls*

Audit risk

Management override of controls is a presumed area of risk in a financial statement audit due to management's ability to override controls that otherwise appear to be operating effectively.

Our proposed audit response

- Our audit tests the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of financial statements.
- We obtain an understanding of the business rationale for significant transactions that we become aware of that are outside of the normal course of business, or that otherwise appear to be unusual given our understanding of the Board and its environment.
- We review accounting estimates for bias and evaluate whether the circumstances producing the bias, if any, represented a risk of material misstatement.
- In addition, experienced Deloitte personnel will be assigned to the testing and review of journal entries and areas of estimates that require management judgments and assumptions.
- Professional skepticism will be maintained throughout the audit.

*Identified as area of significant risk

As we perform our audit procedures, we will inform you of any changes to the significant risk discussed above and the reasons for those changes.

Appendix 1 – Audit approach

Deloitte's audit approach is a systematic methodology that enables us to tailor our audit scope and plan to address the unique issues facing the Board.

The following steps are not necessarily sequential nor are they mutually exclusive. For example, once we have developed our audit plan and the audits are being performed, we may become aware of a risk that was not identified during the planning phase. Based on that new information, we would reassess our planning activities and adjust the audit plan accordingly.

1. Initial planning

The Deloitte audit approach begins with an extensive planning process that includes:

- Assessing your current business and operating conditions
- Understanding the composition and structure of your business and organization
- Understanding your accounting processes and internal controls
- Understanding your information technology systems
- Identifying potential engagement risks
- Planning the scope and timing of internal control and substantive testing that take into account the specific identified engagement risks

2. Assessing and responding to engagement risk

Our Audit approach combines an ongoing identification of risks with the flexibility to adjust our approach when additional risks are identified. Since these risks may impact our audit objectives, we consider materiality in our planning to focus on those risks that could be significant to your financial reporting.

Consideration of the risk of fraud

When we identify a misstatement or control deficiency, we consider whether it may be indicative of fraud and what the implications of fraud and significant error are in relation to other aspects of the audits, particularly the reliability of management representations.

In determining our audit strategy to address the assessed risks of material misstatement due to fraud, we will:

- Assign and supervise personnel, taking into account the knowledge, skill and ability of individuals with significant engagement responsibilities and our assessment of the risks of material misstatement due to fraud for the engagement.
- Evaluate whether the Board's selection and application of accounting policies, particularly those related to subjective measurements and complex transactions, may be indicative of fraudulent financial reporting resulting from management's effort to manage earnings.
- Incorporate an element of unpredictability when selecting the nature, timing and extent of our audit procedures.

We will inquire directly of the Audit Committee regarding:

- Its views about the risk of fraud
- Whether it has knowledge of any actual or suspected fraud affecting the Board, and
- The role it exercises in the oversight of fraud risk assessment and the establishment of mitigating controls.

We will also inquire if the Audit Committee is aware of tips or complaints regarding the Board's financial reporting and, if so, the Audit Committee's responses to such tips and complaints and whether it is aware of matters relevant to the audits, including, but not limited to, violations or possible violations of laws or regulations.

If we suspect fraud involving management, we will communicate these suspicions to the Audit Committee and discuss the nature, timing, and extent of audit procedures necessary to complete the audits.

Information technology

An important part of our audit planning process involves gaining an understanding of:

1. The importance of the computer environment relative to the risks to financial reporting
2. The way in which that environment supports the control procedures we intend to rely on when conducting our audits, and
3. The computer-based information that supports our substantive procedures.

The objective of our review of computer controls is to identify potential areas of risk and assess the relevance, reliability, accuracy and completeness of the data produced by the systems. We also assess the operating effectiveness of the computer environment and determine the reliability of the financial information used to generate the financial statements. To accomplish this, we gain an up-to-date understanding of your organization's computer processing environment and our understanding of the relevant general computer controls. We then conduct tests to support our conclusion on the operating effectiveness of controls considered relevant to the audits.

3. Developing and executing the audit plan

The performance of an audit includes evaluating the design and determining the implementation of internal controls relevant to the audits, testing the operational effectiveness of the controls we intend to rely on, and performing substantive audit procedures.

Audit procedures

The timing of our audit procedures is dependent upon a number of factors including the need to coordinate with management for the provision of supporting analysis and other documentation. Generally, we perform our audit procedures to allow us sufficient time to identify significant issues early, thereby allowing more time for analysis and resolution.

Tests of controls

As part of our audits, we will review and evaluate certain aspects of the systems of internal control over financial reporting to the extent we consider necessary in accordance with Canadian GAAS. The main objective of our review is to enable us to determine the nature, extent and timing of our audit tests and establish the degree of reliance that we can place on selected controls. An audit of the financial statements is not designed to determine whether internal controls were adequate for management's purposes or to provide assurance on the design or operational effectiveness of internal control over financial reporting.

The extent to which deficiencies in internal control may be identified through an audit of financial statements is influenced by a variety of factors including our assessment of materiality, our preliminary assessment of the risks of material misstatement, our audit approach, and the nature, timing and extent of the auditing procedures that we conduct. Accordingly, we gain only a limited understanding of controls as a result of the procedures that we conduct during an audit of financial statements.

We will inform the Audit Committee and management of any significant deficiencies that are identified in the course of conducting the audits.

Substantive audit procedures

Our substantive audit procedures consist of a tailored combination of analytical procedures and detailed tests of transactions and balances. These procedures take into account the results of our controls tests and are designed to enable us to obtain reasonable assurance that the financial statements are free from material misstatements. To obtain this assurance, misstatements that we identify while performing substantive auditing procedures will be considered in relation to the financial statements as a whole. Any misstatements that we identify, other than those that are clearly trivial (the clearly trivial threshold has been set at 5% of materiality), will be reported to management and the Audit Committee. In accordance with Canadian GAAS, we will request that misstatements be corrected.

4. Reporting and assessing performance

Perform post-engagement activities

We will analyze the results of the audit procedures performed throughout the year and, prior to rendering our report, we will conclude whether:

- The scope of the audits were sufficient to support our opinion, and
- The misstatements identified during the audits do not result in the financial statements being materially misstated.

Independence

We have developed important safeguards and procedures to protect our independence and objectivity. If, during the year, we identify a breach of independence, we will communicate it to you in writing. Our communication will describe the significance of the breach, including its nature and duration, the action taken or proposed to be taken, and our conclusion as to whether or not the action will satisfactorily address the consequences of the breach and have any impact on our ability to serve as independent auditor to the Board.

We are independent of the Board and we will reconfirm our independence in our final report to the Audit Committee.

Appendix 2 – Communication requirements

Required communication	Reference
Audit Service Plan	
1. Our responsibilities under Canadian GAAS, including forming and expressing an opinion on the financial statements	CAS ¹ 260.14
2. An overview of the overall audit strategy, addressing: <ul style="list-style-type: none"> a. Timing of the audits b. Significant risks, including fraud risks c. Nature and extent of specialized skill or knowledge needed to perform the planned audit procedures related to significant risk d. Names, locations, and planned responsibilities of other independent public accounting firms or others that perform audit procedures in the audits 	CAS 260.15
3. Significant transactions outside of the normal course of business, including related party transactions	CAS 260 App. 2, CAS 550.27
Enquiries of those charged with governance	
4. How those charged with governance exercise oversight over management's process for identifying and responding to the risk of fraud and the internal control that management has established to mitigate these risks	CAS 240.20
5. Any known suspected or alleged fraud affecting the Board	CAS 240.21
6. Whether the Board is in compliance with laws and regulations	CAS 250.14
Year-end communication	
7. Fraud or possible fraud identified through the audit process	CAS 240.40-.42
8. Significant accounting policies, practices, unusual transactions, and our related conclusions	CAS 260.16 a.
9. Alternative treatments for accounting policies and practices that have been discussed with management during the current audit period	CAS 260.16 a.
10. Matters related to going concern	CAS 570.23
11. Management judgments and accounting estimates	CAS 260.16 a.
12. Significant difficulties, if any, encountered during the audits	CAS 260.16 b.
13. Material written communications between management and us, including management representation letters	CAS 260.16 c.
14. Other matters that are significant to the oversight of the financial reporting process	CAS 260.16d.
15. Modifications to our Independent Auditor's Reports.	CAS 260.A18
16. Our views of significant accounting or auditing matters for which management consulted with other accountants and about which we have concerns	CAS 260.A19

¹ CAS: Canadian Auditing Standards – CAS are issued by the Auditing and Assurance Standards Board of CPA Canada

Required communication	Reference
17. Significant matters discussed with management	CAS 260.A.19
18. Matters involving non-compliance with laws and regulations that come to our attention	CAS 250.23
19. Significant deficiencies in internal control, if any, identified by us in the conduct of the audits of the financial statements	CAS 265
20. Uncorrected misstatements and disclosure items	CAS 450.12-13
21. Any significant matters arising during the audits in connection with the Board's related parties	CAS 550.27

Appendix 3 – New and revised Auditor Reporting Standards

On April 11, 2017, the Canadian Auditing and Assurance Standards Board (AASB) approved new and revised Canadian Auditing Standards (CASs) on auditor reporting which will be effective for audits of financial statements for periods ending on or after December 15, 2018 with earlier application permitted.

While a number of CASs were impacted, the most significant changes made relate to the following four standards:

- Revised CAS 700, Forming an Opinion and Reporting on Financial Statements
- New CAS 701, Communicating Key Audit Matters in the Independent Auditor's Report
- Revised CAS 720, The Auditor's Responsibilities Relating to Other Information
- Revised CAS 570, Going Concern

These CASs are based on the International Auditing and Assurance Standards Board's (IAASB) new and revised International Standards on Auditing (ISAs) that were effective for periods ending on or after December 15, 2016 however there are two significant differences:

1. Deferral of the effective date for application by one year, and
2. Amending the scope of reporting Key Audit Matters so that such matters are communicated in the auditor's report only when required by law or regulation or the auditor decides to do so.

The following sets out the enhancements made to the new Independent Auditor's Report

Changes to the Auditor's Report and new reporting requirements

For all audits

Auditor's opinion	<ul style="list-style-type: none"> • auditor's opinion moved from the end of the auditor's report to the very beginning
Auditor's independence and ethics	<ul style="list-style-type: none"> • an explicit statement of the auditor's independence in accordance with relevant ethical requirements and the auditor's fulfilment of other ethical responsibilities
Going concern	<ul style="list-style-type: none"> • a separate section under the heading "Material Uncertainty Related to Going Concern", when a material uncertainty exists related to an entity's ability to continue as a going concern and is adequately disclosed in the financial statements
Other information	<ul style="list-style-type: none"> • a separate section under the heading "Other Information", when an entity prepares other information (e.g., an annual report) containing or accompanying the entity's financial statements and auditor's report thereon, to explain management's and the auditor's responsibilities for the other information and the auditor's conclusion from reading and considering the other information

Roles and Responsibilities	<ul style="list-style-type: none"> • an enhanced description of management's responsibilities for assessing the entity's ability to continue as a going concern and whether the use of the going concern basis of accounting is appropriate • identification of those charged with governance (when applicable) and their responsibility for the oversight of the financial reporting process • an enhanced description of the auditor's responsibilities to conclude on the appropriateness of management's use of the going concern basis of accounting • an enhanced description of the auditor's responsibilities in an audit of group financial statements
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For audits of entities where the auditor decides or law or regulation requires reporting of key audit matters

Key audit matters	<ul style="list-style-type: none"> • a separate section under the heading "Key Audit Matters", when law or regulation requires the auditor, or the auditor decides, to communicate key audit matters in the auditor's report to those charged with governance that, in the auditor's judgment, were of most significance to the audit
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We will work to provide Toronto Catholic District School Board and the Audit Committee with guidance on the implications of the new and revised auditor reporting standards.

Benefits

- **Transparency** into the audit and discussions between the auditor, those charged with governance, and management
- **More robust** discussions between auditors and those charged with governance
- **Enhanced** communications between all stakeholders including regulators
- **Relevant** auditor's reports and insights into the complexities of the entity
- **Comparability** across industries and audit firms
- **Improved** audit and financial reporting quality

Highlights of Changes to Performance Requirements with respect to Going Concern

Auditors are now required to evaluate the adequacy of management's disclosure in the financial statements for "close calls" related to going concern (i.e., when events or conditions were identified that may cast significant doubt of an entity's ability to continue as a going concern but due to management's plans, the auditor concluded that no material uncertainty exists).

The following are some considerations for those charged with governance to start discussing with their auditor.

Implementation considerations for those charged with governance

- **KAMs:** If applicable, this commentary in the audit report will have a significant impact on the timing of:
 - Meetings between the auditor and the Audit Committee to discuss risks, which will form the basis of KAMs
 - Meetings with the auditor to identify, discuss and challenge KAMs as early as possible, and
 - Review of the auditor's report as the process will likely be more rigorous.

- **Going Concern:** Increased auditor focus may heighten your scrutiny of management's process for assessing the entity's ability to continue as a going concern and the relevance and completeness of related disclosures in the financial statements, particularly for "close calls".
- **Other information:** Discuss with the auditor which documents will be within the scope of "other information", evaluate timeframes for drafting and finalizing these documents, and assess documents for consistency with financial statements to ensure factually correct and reasonable.

Resources

The AASB is currently working with CPA Canada and other groups to drive the effective implementation of the new standards through a broad range of communications, tools and guidance materials for stakeholders. CPA Canada has issued a number of [Audit and Assurance alerts](#) in June 2018 discussing key features of the changes and will be releasing a web portal devoted exclusively to the topic of implementing auditor reporting. Webinars and other publications will be issued throughout the remainder of the year, including an update expected in December incorporating the changes to the new auditor's report into a revised reporting guide, "[Reporting Implications of New Auditing and Accounting Standards](#)."

- Keep abreast of the Canadian project at www.cfr.deloitte.ca.
- Information relating to the new and revised CASs and conforming amendments to other CASs can be found on the [AASB website](#).

We encourage you to engage your engagement partner or any other member of the Deloitte Team with any questions or enquiries related to the new and revised auditor reporting standards.

Appendix 4 – New and Revised Accounting Standards

The following is a summary of certain new standards, amendments and proposals that will become effective in 2018 and beyond.

To review all recent amendments that will impact your organization in the foreseeable future, we invite you to review our revamped [Standard-setting Activities Digest](http://www.cfr.deloitte.ca), included in our Centre for Financial Reporting (www.cfr.deloitte.ca).

Public Sector Accounting Standards

Topic	Description	Effective Date
Section PS 3430 - Restructuring transactions	This new section was published by PSAB in June 2015. It establishes standards on how to account for and report restructuring transactions by both transferors and recipients of assets and/or liabilities, together with related program or operating responsibilities	This section applies to restructuring transactions occurring in fiscal years beginning on or after April 1, 2018. Earlier adoption is permitted.
Section PS 1201 - Financial statement presentation	This Section establishes general reporting principles and standards for the disclosure of information in government financial statements.	This Section applies in the period Section PS 2601 Foreign currency translation, and Section PS 3450 - Financial instruments, are adopted. Earlier adoption is permitted.
Section PS 2601 Foreign currency translation.	This Section establishes standards on how to account for and report transactions that are denominated in a foreign currency in government financial statements.	This Section is effective for (i) Government organizations – April 1, 2012; and (ii) Governments – April 1, 2021. Earlier adoption is permitted.
Section PS 3280 - Asset retirement obligations	This Section establishes standards on how to account for and report a liability for asset retirement obligations.	Effective April 1, 2021, earlier application is permitted.
Section PS 3041 - Portfolio investments	This Section establishes standards on how to account for and report portfolio investments in government financial statements.	This Section applies in the period Section PS 1201 - Financial statement presentation, Section PS 2601 Foreign currency translation, and Section PS 3450 - Financial instruments, earlier application is permitted.
Section PS 3400 - Revenue	This Section establishes standards on how to account for and report on revenue. Specifically, it differentiates between revenue arising from transactions that include performance obligations and transactions that do not have performance obligations.	Effective for fiscal years beginning on or after April 1, 2022. Earlier adoption is permitted. The Section may be applied retroactively or prospectively.

Topic	Description	Effective Date
Section PS 3450 - Financial instruments	This Section establishes standards on how to account for and report all types of financial instruments including derivatives.	This section is effective for: (i) Government organizations - April 1, 2012 (ii) Governments – April 1, 2021. Governments and government organizations would also adopt Section PS 2601 Foreign currency translation, at the same time. Earlier adoption is permitted.

Appendix 5 – Deloitte resources a click away

At Deloitte, we are devoted to excellence in the provision of professional services and advice, always focused on client service. We have developed a series of resources, which contain relevant and timely information.

<input type="checkbox"/> Canada's Best Managed Companies (www.bestmanagedcompanies.ca)	<ul style="list-style-type: none"> • Directors • CEO/CFO 	The Canada's Best Managed Companies designation symbolizes Canadian corporate success: companies focused on their core vision, creating stakeholder value and excelling in the global economy.
<input type="checkbox"/> Centre for financial reporting (https://www.iasplus.com/en-ca/standards)	<ul style="list-style-type: none"> • Directors • CEO/CFO • Controller • Financial reporting team 	Web site designed by Deloitte to provide the most comprehensive information on the web about financial reporting frameworks used in Canada.
<input type="checkbox"/> Deloitte Viewpoints (https://www.iasplus.com/en-ca/tag-types/deloitte-viewpoints)	<ul style="list-style-type: none"> • CFO • Controller • Financial reporting team 	Electronic communications that helps you to stay on top of standard-setting initiatives impacting financial reporting in Canada.
<input type="checkbox"/> CFO's corner (https://www.iasplus.com/en-ca/cfos-corner)	<ul style="list-style-type: none"> • CFO • VP Finance • Controller • Financial reporting team 	Editorial providing insights into key trends, developments, issues and challenges executives face, with a Deloitte point of view.
<input type="checkbox"/> Deloitte Dbriefs (https://www.iasplus.com/en-ca/dbriefs/webcasts)	<ul style="list-style-type: none"> • CFO • VP Finance • Controller • Financial reporting team 	Learning webcasts offered throughout the year featuring our professionals discussing critical issues that affect your business.



Toronto Catholic District School Board

Status Update for Audit Committee

September 2019

Staffing Update: New Regional Internal Audit Specialist – **Rupam Shah**

Rupam will be supporting regional internal audit in the six school boards within the Toronto and Area Region (Toronto Catholic DSB, Toronto DSB, Peel DSB, Dufferin-Peel Catholic DSB, York Region DSB and York Catholic DSB).

Rupam is a Chartered Professional Accountant (CPA, CA). Before joining the RIAT, Rupam spent approximately seven years at the Ministry of Education's Financial Analysis and Accountability Branch in various roles.

Audit Plan Update: The following is the status of engagements included in the Toronto Catholic District School Board's 2018-19 Regional Internal Audit Plan.

#	Audits	Status
1	IT Asset Management	<p>The main objective for this engagement is to assess whether the Board is adequately managing its IT assets. For this audit, the following types of IT assets are being reviewed:</p> <ul style="list-style-type: none"> • Laptops / Desktops • Mobile devices (i.e. iPads and Chromebooks) • Printers • Audio visual equipment (i.e. large format displays and projectors) <p>A meeting was held with Management on August 21st to discuss audit observations. The audit report is being drafted and will be provided to Management for review and comment in mid-September. This audit report will be presented at the next Audit Committee meeting.</p>

#	Audits	Status
2	Records Management	<p>The main objective for this engagement is to determine whether the Board's records are adequately managed from the creation of a record through to destruction of a record that is no longer required to be kept.</p> <p>This outsourced engagement was awarded to KPMG. Fieldwork is complete and a draft report is with Management for their review and comment. This audit report will be presented at the next Audit Committee meeting.</p>
3	Payroll/Human Resources Follow Up	<p>The objective of this engagement is to follow up on findings identified in the Payroll/Human Resources Audit Report that was issued in 2016 and determine whether management has implemented appropriate processes and controls to address these findings.</p> <p>Fieldwork for this follow-up is expected to take place in September / October 2019.</p>
4	Risk Assessment / Three-Year Internal Audit Plan	<p>A risk is the possibility of an event occurring that will impact achievement of the Board's objectives. The Regional Internal Audit Team will assess risk across the various functions of the Board to determine areas that are higher risk.</p> <p>The internal audit plan for the three years starting 2019-20 will then be developed and will take into consideration:</p> <ul style="list-style-type: none"> • Areas of highest risk • Projects that will add the most value • Previous audit coverage

#	Audits	Status
		<ul style="list-style-type: none"> Common risk areas across boards in the Toronto and Area Region <p>The three-year internal audit plan will be presented to the Audit Committee in September 2019. This plan reflects the engagements agreed to by the Audit Committee in May 2019 and provides further detail, such as the year each engagement is scheduled.</p>



REPORT TO

AUDIT COMMITTEE

PROCESS FOR APPROVING PROCUREMENT AWARDS ABOVE \$50,000

The Lord is on my side; I will not fear. What can man do to me? -Psalm 118:6

Created, Draft	First Tabling	Review
September 10, 2019	September 17, 2019	Click here to enter a date.

Steve Camacho, Chief Information Officer
Paul De Cock, Comptroller for Business Services & Finance
Morris Iafrate, Senior Coordinator of Renewal
Martin Farrell, Superintendent Environmental Support Services
Donna Reid, Sr. Coordinator, Material Management

INFORMATION REPORT

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

During the Governance and Policy Committee Meeting of June 4th, 2019, Trustees modified the proposed Purchasing Policy to include the requirement for staff to seek the approval of the Board of Trustees for contracts and expenditures greater than \$50,000.

To action the changes in the Purchasing Policy, staff have developed a process that would allow the Board to approve Procurement Awards above \$50,000 before any purchase orders are issued or any invoices are paid. Procurement Awards are new reports that staff would create as the end deliverable for any procurement activities. These procurement activities include tenders, request for proposals (RFP), sole/single source agreements, service contracts, and consortium purchases. Purchase orders would then be issued against specifically approved procurement award reports using established internal management procedures in the SAP financial system.

This report is to provide the Audit Committee with an overview of this new procurement award process staff will be using to implement the Purchasing Policy changes approved by the Board of trustees.

The cumulative staff time required to prepare this report was 50 hours

B. PURPOSE

The purpose of this report is to provide the Audit Committee information on the process staff will be using to implement the Purchasing Policy changes approved by the Board of trustees.

C. BACKGROUND

1. As part of a normal 5-year review process, staff initially presented an updated Purchasing Policy to the Board for review at the Governance and Policy Committee on March 20, 2019. The Committee did not complete the review and recommendation of the policy at that meeting, but rather deferred it pending further discussion in a “Triple Private” setting without any staff present.

2. During the Governance and Policy Committee Meeting of June 4th, 2019, Trustees modified the proposed Purchasing Policy to include the following language in the objectives section of the policy.

“The Board of Trustees delegates to the Director of Education the authority to approve the award of all contracts and expenditures up to \$50,000. All other contracts and expenditures greater than \$50,000 must be approved by the Board of Trustees before any money is spent.”

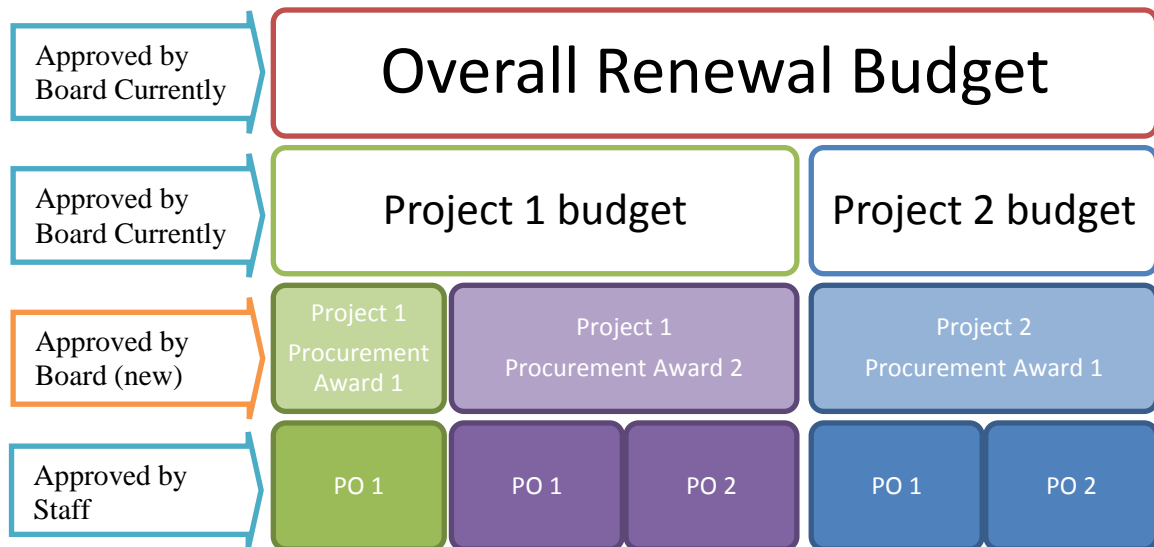
Although this language was not specifically listed as a policy regulation, staff have interpreted the language to mean that the Board intends to approve all procurements above \$50,000. This level of authority was previously given directly to staff.

3. In the report to Board on June 13th, 2019 staff advised the Board that implementation of \$50,000 threshold for procurements could impact the TCDSB operations. Specially staff advised that:
 - There will be an increase in number of reports on Board meeting agendas which could make meetings longer and/or cumbersome.
 - Timeliness of approvals at Board could affect operations particularly with respect to time sensitive procurements.
 - Contracts not approved in a timely manner may reduce the TCDSB’s ability to use funds provided by the Ministry.
 - Construction change orders are time sensitive. Even small delays can impact progress and increase costs through delays claims by contractors.
 - There may be additional workload requirements on staff to action this new policy requirement.
 - There are all already directives in place to ensure competitive bidding such as the recent Ministry directive with respect to centralized procurement.
4. The Board approved the final version of the Purchasing Policy at the Regular Board meeting June 13th 2019 including the updated objective language.
5. Staff did not have an opportunity to develop an updated process prior to the approval of the new Purchasing Policy. As a result, on interim basis, staff have been sending every purchase order above \$50,000 to the Board for approval. Over the summer this resulted in 62 additional approvals for the Vice-Chair (under delegated authority) to approve on behalf of the Board.

Given the high volume of purchase orders, staff do not believe this is a sustainable practice in the long term with current staffing levels. Staff have developed an updated process that provides the Board with the same general oversight through a Procurement Award process described below.

D. EVIDENCE/RESEARCH/ANALYSIS

1. To action the changes approved by the Board to the Purchasing Policy, staff have developed a process that would allow the Board to approve Procurement Awards above \$50,000 before any purchase orders are issued or any invoices are paid. Procurement Awards are reports that staff would create as the end deliverable on any new procurement activities. These procurement activities include tenders, request for proposals (RFP), sole/single source agreements, service contracts, and consortium purchases.
2. In order to enable Board oversight while still maintaining a relatively streamline process staff would need a procurement award to start any significant work with any vendor. Purchase orders would then be issued against specifically approved procurement award reports using established internal management procedures in the SAP financial system.
3. To ensure spending is in line, purchase orders would be limited to the amounts set out in the Procurement Award report. In addition, procurement awards would be limited to a timeframe and/or a project budget. Furthermore, procurement awards would be limited to overall amounts approved by the Board for the operating, reserve, capital, or renewal budgets. An illustration of this framework is below using a generic renewal project.



4. As is common with many projects, a project budget would include a contingency amount that would be approved by the Board with the project approval. Within this process, if an approved contingency budget is used with a vendor that has already been approved by a procurement award, it is possible that a procurement award may exceed the approved amount in the procurement award up to the contingency limit of the project. Since, contingency budgets are often used for time sensitive changes orders, staff are assuming that approval has been given to spend up to the contingency amount.
5. Although the example above is illustrative of a renewal project and associated procurement awards, a similar process would be applied to the operating budget for on-going commitments of goods and services that are governed by the Procurement Policy. As mentioned above, some commitments may be time limited. For example, the Board may approve a 3-year software contract award for \$300,000. In such an example, staff would be limited to issuing purchase orders up to \$300,000 over a 3-year period and within the overall operating budget. After 3 years or above the approved limit, staff would need additional Board approvals to continue issuing purchase orders for the associated goods.
6. It is important for the Board of Trustees to note that some Procurement Awards may be presented to the Board for existing contracts that were previously approved by staff before the Purchasing Policy was changed. If the Board, for some reason, did not approve such a procurement award, it may put the TCDSB in a breach of contract situation. Staff will identify with Procurement Awards are for existing contracts.

7. Although the Board may give staff, through the Director, approval for specific procurement awards, there are additional purchase order release limits on individual purchase orders that have been established through the Board's procurement procedures.
8. In addition to the release limits on purchase orders, purchase orders above \$10,000 are also reviewed by staff in the Materials Management department before they are issued to vendors to ensure compliance with approvals and the Purchasing Policy.

E. ACTION PLAN

1. To action the process above, staff have developed standard report templates that will be used for all procurement awards. There are two templates. The first is a generic procurement award template that will be used for most procurement awards. The second template will be used when the procurement award is tied to a specific project. The second template has additional information about the associated project and allows staff to ask the Board for an updated project budget when necessary. The second template will most likely be used for renewal projects as the tender results can sometimes have a significant impact on the overall project budget. Both templates are attached as appendix A and B to this report.
2. At the monthly Corporate Services Committee meeting of the Board, staff would package up all the procurement awards under one summary report for approval by the Board as one agenda item.
3. Procurement scoring details will also be provided for individual Trustees to view prior to the private meeting of Corporate Services Committee. Key staff responsible for each procurement award will also be on hand to answer questions about the procurement process. As this information is highly confidential and commercially sensitive to vendors, the scores will only be provided for viewing during these times. Materials Management staff will retain all copies of the scores after the viewing period.
4. Staff will endeavour to present all procurement awards at the Corporate Service Committee meeting; however, any time-sensitive item may be presented to the Board at other committee or Board meetings.

F. CONCLUDING STATEMENT

This report is for the consideration of the Board.



APPENDIX A

PROCUREMENT AWARD REPORT

Report Name	
Division	
SO/Executive	
Initiator/Requestor	
Report Type	Choose an item.

Tender/RFP Information

RFP/Tender #		Value + Net HST	
Term Start Date	Click or tap to enter a date.	Term End date	Click or tap to enter a date.

Description of Goods/Service or Change

--

Procurement Process

Procurement Type	Choose an item.
Consortium/Group Purchase	Choose an item.
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	
Winning Bid Value + Net HST	
Budget Source	
Budget Source approval (Report & Date)	
Under/Over Budget	Choose an item.

Formal Award Recommendation

[illegible]



APPENDIX B

Procurement Award Report and Project update

Report Name	
Report #	
Division	
SO/Executive	
Initiator/Requestor	
Report Type	Choose an item.

Tender/RFP Information

RFP/Tender #		Value + Net HST	
Term Start Date	Click or tap to enter a date.	Term End date	Click or tap to enter a date.

Description of Goods/Service or Change

--

Procurement Process

Procurement Type	Choose an item.
Consortium/Group Purchase	Choose an item.
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	
Winning Bid Value + Net HST	
Budget Source	
Budget Source approval (Report & Date)	
Under/Over Budget	Choose an item.

Formal Award Recommendation

[illegible]

Project Funding Update

Note: Complete this for any purchasing awards that have an impact on a project budget

Funding Statement

[Add School Name here-remove brackets] - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget A		\$
Approved Project Budget B		\$
Consulting Fees	\$	
Technical Development Allowance	\$	
Contingency Allowance	\$	
Total Project Cost		\$
Balance		\$

Project Budget Change Needed?	
Budget Change Amount	

Formal Budget Change Recommendation

Project History/Background

(delete this page if not needed)

List Related Reports

(delete this page if not needed)

Report Name	Date of Review



REPORT TO

AUDIT COMMITTEE

2018-19 THIRD QUARTER FINANCIAL STATUS UPDATE

"Whatsoever thy hand findeth to do, do it with all thy might."
Ecclesiastes 9:10

Created, Draft	First Tabling	Review
September 3, 2019	September 12, 2019	September 17, 2019
L. LePera, Sr. Financial Analyst D. Bilenduke, Senior Coordinator of Finance P. De Cock, Comptroller of Business Services & Finance		
INFORMATION REPORT		

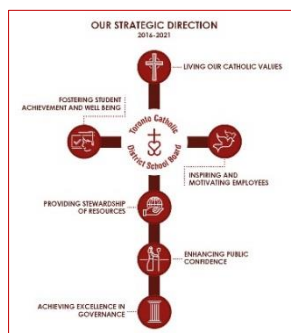
Vision:

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We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This Financial Update Report as at May 31st, 2019 provides a year-to-date look at significant financial activities at the Board. This was previously reported to the Corporate Services, Strategic Planning and Property Committee on September 12, 2019.

This is the third update for fiscal 2018-19 using the Revised Estimates approved by the Board of Trustees in December 2018. The Board is on target to end the year with a surplus. A more detailed variance summary is attached as Appendix A.

The cumulative staff time required to prepare this report was 20 hours.

B. PURPOSE

The Financial Update report is required to keep Trustees informed on the Board's financial performance through the year and illustrate any variance in expected outcomes. The report will provide a systematic analytical review of Operating and Capital Budgets, in the following order:

- High Level Review and Risk Assessments of Operating Budget
- High Level Review of School Renewal and Capital Projects

C. BACKGROUND

1. *This report is recognized as a best practice in the province.* The Ministry of Education and the District School Board Reporting Workgroup have both identified regular periodic financial reporting as a best practice in managing the Board's financial outcomes.
2. *Year to year comparisons can be slightly skewed.* When comparing the percentage spent to this period last year, it is important to note that YTD May 2019 had 1 additional teaching day compared to YTD May 2018.

D. EVIDENCE/RESEARCH/ANALYSIS

HIGH LEVEL REVIEW AND RISK ASSESSMENTS OF OPERATING BUDGET

1. ***Salary and Benefit expenditures are expected to finish on or below target for this academic year.*** Overall, in the Salary and Benefits area, Figure 1 below illustrates the current risk exposure. This expenditure category is the most closely monitored risk as it comprises the largest portion of the operating budget. These expenditures are expected to be on track at this time.

Figure 1: Salary and Benefits Variance / Risk Analysis

	<i>Actual to Budget</i>		<i>Actual to Previous Year</i>		<i>Risk Assessment</i>
<i>Instructional Salaries</i>	↓	3.7%	↓	0.7%	●
<i>Instructional Benefits</i>	↑	0.7%	↓	0.7%	●
<i>Non-Instructional Salaries</i>	↑	0.9%	↓	0.8%	●
<i>Non-Instructional Benefits</i>	↓	3.5%	↓	5.9%	●

● = Low: On Track ◆ = Medium: Monitor ◆ = High: Action Required

Salaries are tracking very close to budget for both Instructional and Non-Instructional categories. All employee groups have been moved to the benefit trusts as of June 1st 2018. Benefits are tracking to finish on budget.

2. ***At an aggregate level, total other expenditure categories (besides salary and benefits) are expected to finish on or below target.*** Overall, in the Non-Salary area, Figure 2 below illustrates the current risk exposure.

Figure 2: Non-Salary Variance / Risk Analysis

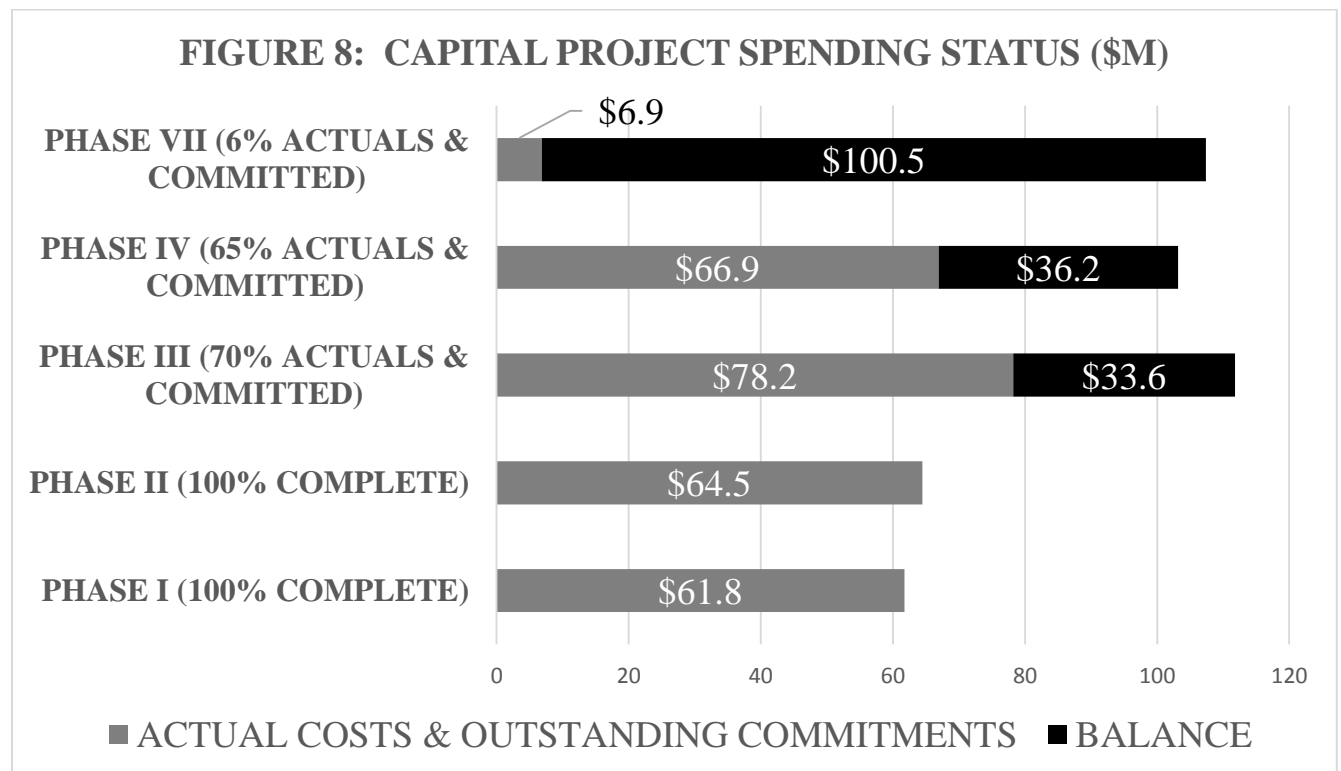
	Actual to Budget		Actual to Previous Year		Risk Assessment
<i>Instructional Expense</i>	↓	29.6%	↓	9.8%	●
<i>Transportation Expense</i>	↑	2.0%		0.0%	●
<i>Operations & Maintenance</i>	↓	9.9%	↓	2.9%	●
<i>Other Administrative</i>	↑	30.5%	↑	26.7%	●

While Instructional expenses are tracking low compared to budget, they are considered a low risk because the timing of expenditure recognition is subject to annual variations and unspent school block funds are carried forward. Transportation costs are expected to come in on target. Although Computer expenses are trending favourable as of May, they are expected to finish on or slightly below target for this year.

3. ***Grant Revenue from the Province projected to increase by a net of \$7.635M to a maximum of \$10.135M.*** This net change is a function of a net decrease of 170 in ADE Enrolment or \$0.965M in Grants for Student Needs (GSNs), an increase in ESL Enrolment of \$5.1M and an increase in GSN Teacher Qualification & Experience Grant of \$3.5M to \$6.0M.
4. ***Priorities and Partnership Funds or PPF's (previously referred to as EPO's)*** originally indicated a decrease of \$812K. However, new PPF projects were issued reducing the amount further.
5. ***Additional Funding of \$369K for Special Education*** – TCDSB is in the process of finalizing enrolment for students arriving with Autism Spectrum Disorders in TCDSB schools. This will be completed in the next couple of weeks as enrolment is finalized for the 2018-19 ONSIS Submission.
6. ***Visa Student enrolments*** decreased by a net of 22.68 ADE. Consequently, Visa tuition fees are expected to decrease by \$0.344M.

HIGH LEVEL REVIEW OF SCHOOL RENEWAL AND CAPITAL PROJECTS

7. ***The Capital program totals \$448 million.*** The Board received Capital Project funding for many new schools, additions and childcare spaces. The capital program funding includes Childcare funding and Full Day Kindergarten funding for projects where applicable. Figure 8 illustrates the Ministry approved capital budgets, the amount spent and/or committed, the balance remaining and the percentage completed by each Phase. Appendix B provides more detail regarding the Capital Projects Phases 1 to 7.



Phase I - 16 School Additions

Phase II - 6 New Elementary Schools

Phase III - 5 New Elementary Schools

Phase IV - 8 School Additions & 3 New Elementary Schools

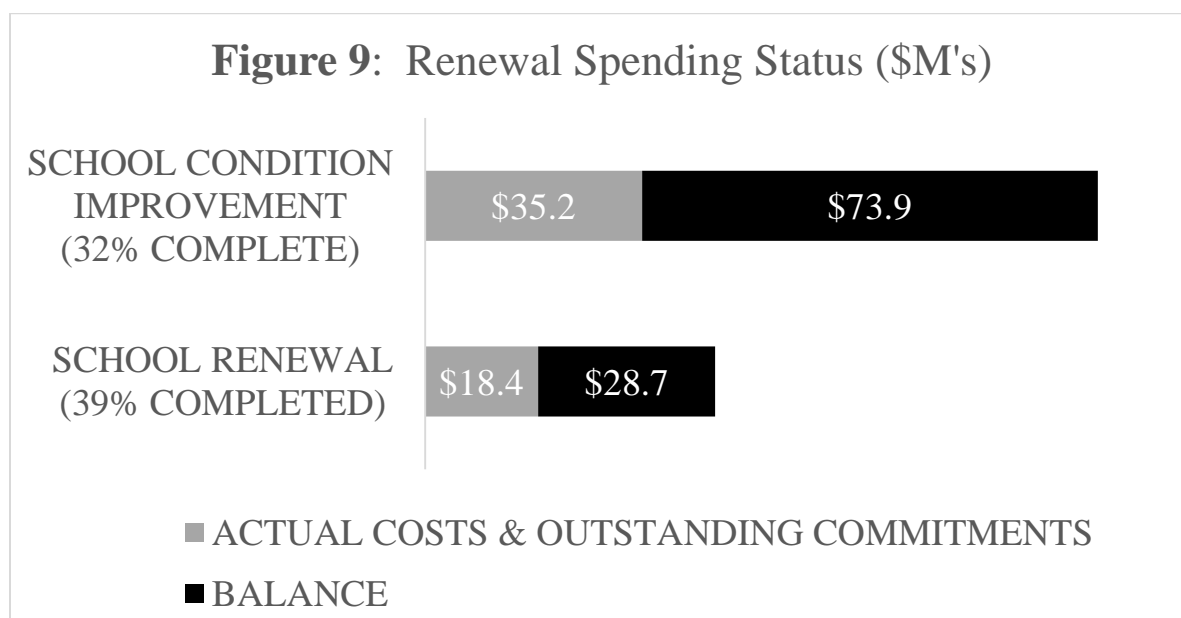
Phase VII - 7 New Elementary Schools

Phase V – Full Day Kindergarten (All Projects Completed)

Phase VI – Projects consolidated into **Phase VII**

8. ***The Renewal Program consists of major building component replacements and site improvements for a total available at September 1, 2018 of \$158M with funding of approximately \$102M remaining.*** The Renewal Program is funded through several grants such as Regular School Renewal Grant, School Improvement Grant and the Greenhouse Gas Reduction Grant. Staff are currently planning for the upcoming construction. Greenhouse Gas Reduction funding projects were fully completed as of March 31, 2019.

Figure 9 provides a high-level view of the Ministry Approved funding, Actual & Committed Amounts spent and the balance remaining for School Renewal and School Renewal Capital Projects to date and is detailed in Appendix C:

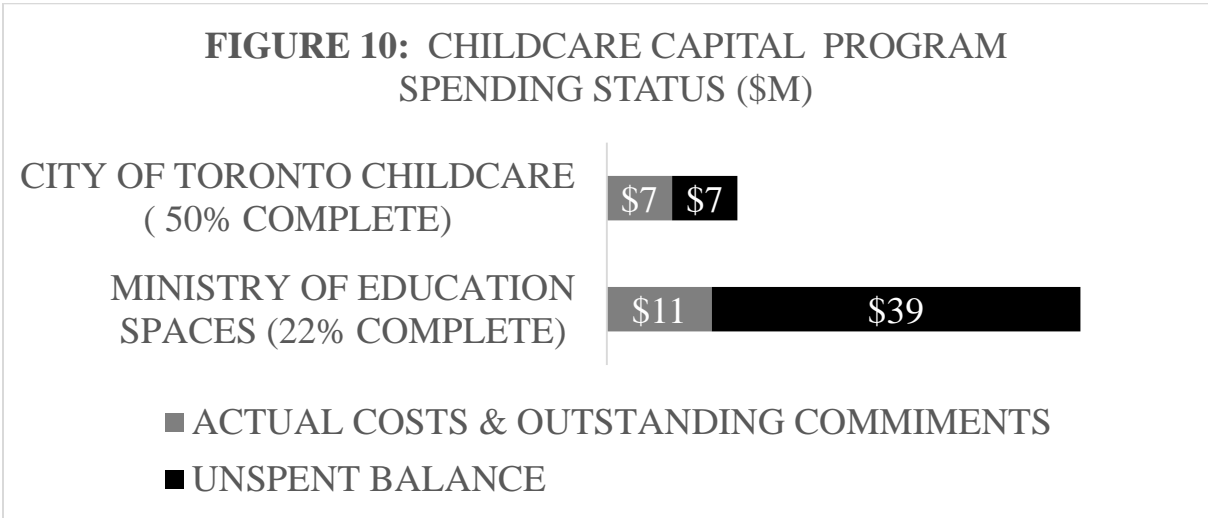


The Board received a budget of \$7.1M for Greenhouse Gas Reduction with an expenditure timeline of March 31st 2018 and an additional \$3.8M on April 1, 2018 with an expenditure timeline of March 31st 2019. The Board met the completion timeline of March 31, 2019.

9. ***The Capital budget also includes two Childcare Program capital projects.*** The childcare program consists of childcare additions, childcares as part of new school construction and retrofit of existing childcares. Childcare capital funding is received from the Ministry of Education and the City of Toronto for purposes of building childcare space at specific schools. Figure 10 presents the status of progress to date including the percentage complete,

actual and committed costs, as well as the balance remaining for both the Ministry and City of Toronto funded childcares.

The City of Toronto and the TCDSB must confirm to the Ministry of Education that any required operating funding for new child care spaces will be managed from within the CMSM's or DSSAB existing operating budget prior to adding childcare spaces. The requirement applies to 19 Ministry of Education funded childcare projects totalling \$27,573,077. The deadline for the commitment was August 31; last week it was extended to October 31.



E. METRICS AND ACCOUNTABILITY

- 1. The actual revenues and expenditures are tracking to budget at the end of the third quarter as detailed in this report.
- 2. The one-time extraordinary item (ASO benefit surplus) had a projected balance of \$10.5M for the 2017-18 fiscal year of which \$4.5M was recorded as revenue in the 2017-18 financial statements. The remaining balance of the ASO benefit surplus is projected to be \$5.3M and is expected in the 2018-19 fiscal year.
- 3. *In compliance with the Purchasing Policy, the Contract Awards Report will list Tenders and Request for Proposals (RFP) awards.* This report has been posted on the TCDSB's website, and provides details such as Project/Service/Products, Ward, Supplier and low bid/highest score and total contract amount:

<https://www.tcdsb.org/Board/BoardAdministration/AdministrationOffices/purchasing/TenderingInformation/Pages/Default.aspx>

A Tender award is based on the compliant low bid meeting specifications, and Contractors bidding on construction or maintenance projects must be prequalified.

The report lists the total value of the project over the term of the contract, however, the actual amount may vary depending on the volume of product or services used during the term of the contract. An RFP award is based on the overall highest scoring proposal, and the evaluation is based on the scoring of specific weighted criteria including price.

F. CONCLUDING STATEMENT

This report is for the consideration of the Audit Committee.

OPERATING EXPENDITURES
@ May 31, 2019

APPENDIX A

'000's	Total Revised Estimate	YTD Revised Estimate	YTD Actual	Variance '000's	Variance %	2018/19 YTD % Spent	2017/18 YTD % Spent
Salaries							
Teachers	540,445	486,400	477,425	8,976	1.9%	88.3%	88.2%
Occasional Teachers	27,109	24,398	27,675	(3,276)	-13.4%	102.1%	87.7%
Educational Assistants & ECE's	61,652	55,487	47,632	7,855	14.2%	77.3%	87.0%
Principal & VP	38,112	34,300	33,502	798	2.3%	87.9%	88.9%
School Office	17,777	15,999	14,483	1,516	9.5%	81.5%	82.0%
Continuing Education	17,843	16,058	9,644	6,415	40.0%	54.1%	55.7%
Other Instructional	61,925	55,732	50,127	5,605	10.1%	81.0%	86.9%
Sub Total Instruction	764,862	688,376	660,488	27,888	4.1%	86.4%	87.1%
Administration	18,173	13,630	13,433	197	1.5%	73.9%	73.9%
Transportation	1,063	798	707	91	11.4%	66.5%	71.6%
Operations & Maintenance	46,129	34,597	35,377	(781)	-2.3%	76.7%	78.0%
Other	8,591	6,443	6,612	(169)	-2.6%	77.0%	76.6%
Sub Total Non Instruction	73,956	55,467	56,129	- 662	-1.2%	75.9%	76.7%
Total Salaries	838,818	743,843	716,617	27,226	3.7%	85.4%	86.1%
Benefits							
Teachers	78,843	59,132	59,411	(278)	-0.5%	75.4%	76.3%
Occasional Teachers	5,536	4,152	4,822	(670)	-16.1%	87.1%	52.2%
Educational Assistants & ECE's	19,779	14,834	14,828	6	0.0%	75.0%	80.6%
Principal & VP	4,898	3,673	3,967	(294)	-8.0%	81.0%	85.8%
School Office	5,566	4,174	4,212	(38)	-0.9%	75.7%	77.9%
Continuing Education	2,759	2,069	2,058	11	0.5%	74.6%	69.0%
Other Instructional	14,079	10,559	10,173	387	3.7%	72.3%	80.3%
Sub Total Instruction	131,460	98,595	99,472	- 877	-0.9%	75.7%	76.4%
Administration	4,770	3,578	4,111	(534)	-14.9%	86.2%	74.3%
Transportation	249	187	193	(6)	-3.3%	77.5%	69.9%
Operations & Maintenance	14,703	11,027	10,191	836	7.6%	69.3%	78.0%
Other	1,675	1,256	814	443	35.2%	48.6%	84.3%
Sub Total Non Instruction	21,397	16,048	15,309	738	4.6%	71.6%	77.4%
Total Benefits	152,857	114,642	114,781	- 139	-0.1%	75.1%	76.6%
Operating Expense							
Instructional Expense	48,928	44,035	29,579	14,456	32.8%	60.5%	70.2%
Transportation Expense	35,910	26,932	27,654	(722)	-2.7%	77.0%	77.0%
Operations & Maintenance Expense	37,192	27,894	24,227	3,667	13.2%	65.1%	68.1%
Other Non Instructional Expense	5,116	3,837	5,398	(1,561)	-40.7%	105.5%	78.8%
Total Expense	127,146	102,699	86,858	15,841	15.4%	68.3%	72.6%
Grand Total	1,118,821	961,184	918,256	42,928	4.5%	82.1%	83.3%

Instruction %	9/10	90.0%
Non-Instruction %	9/12	75.0%

CAPITAL PROJECT PHASES 1 TO 7

Financial Update at May-31-2019

	COMPLETED PROJECT STATUS		WORK IN PROGRESS			% Complete
	MINISTRY APPROVED BUDGET	Costs to Date	Outstanding Purchase Order/ Committment Balances	Costs & Outstanding Purchase Orders ②+③	In Planning ①-④	
	①	②	③	④		
Phase I	61,750,493	61,652,198	98,295	61,750,493	-	100%
Phase II	64,450,776	63,368,036	1,082,740	64,450,776	-	100%
Phase III	111,781,897	54,026,828	24,179,632	78,206,461	33,575,436	70%
Phase IV	103,163,780	63,880,032	3,062,046	66,942,078	36,221,702	65%
Phase VII	107,391,102	2,472,814	4,403,212	6,876,026	100,515,077	6%
	448,538,048	245,399,908	32,825,925	278,225,833	170,312,215	55%

APPENDIX C

SCHOOL RENEWAL / SCHOOL CONDITION IMPROVEMENT / GREENHOUSE GAS REDUCTION GRANT BALANCE

Update: June 7, 2019.

FUNDS REMAINING

Financial Update at May 31, 2019

	SRG Renewal	SRA Renewal	Greenhouse Gas Reduction Fund	SCI 70% Restricted	SCI 30% Unrestricted	TOTAL
				70%	30%	
FUNDING AVAILABLE						
Balance Forward - August 31, 2018 (2018 Accruals incl.)	24,070,166	2,723,799	438,786	38,172,324	29,018,085	94,423,160
Grant - 2018/2019 (Rev. Estimates/SB11 2018)	16,418,436	704,708		24,152,170	10,350,930	51,626,244
Total Grant Available for 2018/2019	40,488,602	3,428,507	438,786	62,324,494	39,369,015	146,049,404
Add: Accruals (Payments incl. below)	3,002,368	148,988	1,111,473	7,439,787	0	11,702,617
Balance Available September 1, 2018 ①	43,490,970	3,577,495	1,550,259	69,764,281	39,369,015	157,752,021
EXPENDITURES & WORK IN PROGRESS (September 1, 2018 - May 31, 2019)						
Actuals - Completed Work	9,713,436	480,352	1,550,259	14,394,388	16,404	26,154,840
Open Purchase Orders - Work in Progress	7,356,012	815,007	0	20,679,247	109,735	28,960,001
EXPENDITURES AND OPEN PURCHASE ORDERS ②	17,069,448	1,295,359	1,550,259	35,073,635	126,139	55,114,841
BALANCE AT MAY 31, 2019 ①-②	26,421,522	2,282,136	0	34,690,646	39,242,876	102,637,180



REPORT TO

AUDIT COMMITTEE

WHISTLEBLOWER PROGRAM UPDATE

“Whatsoever thy hand findeth to do, do it with all thy might.”
Ecclesiastes 9:10

Created, Draft	First Tabling	Review
September 10, 2019	September 17, 2019	
D. Bilenduke, Senior Coordinator of Finance P. De Cock, Comptroller of Business Services & Finance		
INFORMATION REPORT		

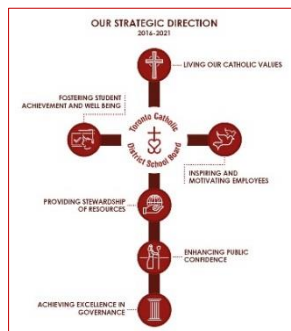
Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

In September 2018, the Board created a Whistleblower Policy, A.39, attached as Appendix A. The operating procedures to this policy are attached as Appendix B. The Board's message on integrity for both internal and external stakeholders is as follows: *"Toronto Catholic District School Board's goal is to ensure that its employees, internal and external stakeholders observe the highest standards of ethics in the conduct of their duties and responsibilities, practice honesty and integrity in fulfilling their responsibilities, and comply with all applicable laws and regulations. All employees, internal and external stakeholders are bound to the Board's Policy Code of Conduct, and are urged to report violations or suspected violations of the Code, and/or other possible legal and ethical lapses. If you suspect a violation, you can communicate it anonymously."*

To facilitate this anonymous communication, a third party vendor, Integrity Counts, has been contracted to administer the process. The following details the communication and internal process at the Board to maintain a high level of integrity and perception.

The cumulative staff time required to prepare this report was 3 hours.

B. PURPOSE

1. This report is required for members of the Audit Committee to understand the due diligence and integrity of the Board's Whistleblower process.
2. The policy requires that the Audit Committee receive quarterly and annual progress reports for review.

C. BACKGROUND

1. The Whistleblower Policy (A.39) and Operational Procedures drafted and submitted to the Governance and Policy Committee meeting on September 12th 2017 for consideration and review, supports the Board's commitment to integrity and accountability. A framework for the disclosure and investigation of wrongdoing, as well as protection from reprisal or threat of reprisal for those who make disclosures of information facilitates this commitment.

2. TCDSB stakeholders were invited to participate in the community consultation regarding the Whistleblower Policy (A.39) as part of the Board's commitment to protect the public interest and trust in public education by providing a framework for the disclosure and investigation of wrongdoing, as well as protections from reprisal or threat of reprisal for those who make disclosures of information.
3. A dedicated Community Consultation micro-website was developed to capture feedback via an online survey from May 1st 2018 to May 22nd 2018.
4. Prior to the online web-based consultation, a series of discussions initiated by the Senior Coordinator Academic Services, Human Resources invited input on the draft Whistleblower Policy (A.39) at meetings scheduled between February and April 2018 with the TCDSB's major employee and administrative groups, as well as employee unions.
5. The Board of Trustees approved the TCDSB Whistleblower Policy and Procedures on September 20th 2018 as recommended by the Governance and Policy Committee.

D. EVIDENCE/RESEARCH/ANALYSIS

Communication

1. The Board purchased 250 posters, Appendix C and 12,000 wallet cards, Appendix D. The posters and wallet cards were distributed to our schools for the opening day with instructions to display the posters in a prominent location and distribute the cards to all staff.
2. A message introducing the system has been sent to everyone on the Board's email exchange. A copy is attached as Appendix F.
3. A message was drafted to parents with instructions for schools to distribute via their messenger service.
4. A "Speak Up" button has been added to Board and School websites that directs individuals to the Integrity Counts reporting system.

Board Administration

1. Integrity Counts is the independent third party who are the initial contact for all complaints. They will forward each case to the Board based on the wishes of the complainant. Some informants may wish to remain anonymous and others may want follow up, etc.
2. The Board has created a workflow chart to receive and determine the distribution of each case from Integrity Counts. A 2-day turnaround has been established for the case to be addressed and a plan of action formulated. The workflow is attached as Appendix E.
3. The Board's Case Manager (Supervisor for Legal Support reporting to the Board's General Legal Counsel) will be responsible for assigning and tracking each case to its completion and providing any feedback to informants.

E. METRICS AND ACCOUNTABILITY

1. Complaints that are found to have merit will be addressed and incorporated into the day-to-day operations and internal controls of the TCDSB.
2. Policy A.39 requires:
"The effectiveness of the policy will be determined by measuring the following:
 - 1. A report of the number and classification of disclosures of information and substantiation of reports and concerns including themes regarding the concerns shall be provided to the Board and Audit Committee quarterly.*
 - 2. A survey will be distributed annually to TCDSB internal and external stakeholders to assess satisfaction with the Whistleblower policy and its operational procedures. The results of this survey will be reported to the Board and the Audit committee on an annual basis."*
3. Ad hoc reports are available from the Integrity Counts system, as required, to assist with all levels of reporting needs.

F. CONCLUDING STATEMENT

This report is for the consideration of the Audit Committee.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: WHISTLEBLOWER POLICY

POLICY NO: A. 39

Date Approved:	Date of Next Review:	Dates of Amendments:
September 20, 2018	September, 2023	
Cross References: <i>Education Act, 1990, s. 301, 302</i> <i>Ontario Human Rights Code, 1990</i> <i>Occupational Health and Safety Act</i> <i>Municipal Freedom of Information and Protection of Privacy Act</i> <i>Criminal Code of Canada</i> Ontario Code of Conduct O. Reg. 521/01, Collection of Personal Information Code of Conduct S.S.09 Conflict Resolution H.M.19, Complaint Against a Staff Member H.M.30 Harassment and Discrimination Policy H.M.14 & Respectful Workplace Guidelines		
Appendix Whistleblower Policy Operational Procedure		

Purpose:

The Toronto Catholic District School Board (TCDSB) will achieve effective utilization and protection of all of its resources through sound application and management of financial systems and internal controls. These objectives will be achieved by adherence to generally accepted accounting principles, sound business practices and applicable Provincial and Federal Statutes and Regulations. Management will maintain comprehensive operational procedures to guide and safeguard both the TCDSB Community and assets in its day to day operations.

Scope and Responsibility:

This policy applies to all internal and external stakeholders of the TCDSB Community. This includes all individuals or organizations engaged in education or



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: WHISTLEBLOWER POLICY

POLICY NO: A. 39

other activities while in TCDSB facilities or representing the TCDSB. The Director of Education is responsible for this policy.

Alignment with MYSP:

Living Our Catholic values

Strengthening Public Confidence

Achieving Excellence in Governance

Inspiring and Motivating Employees

Policy:

The Toronto Catholic District School Board (TCDSB) is committed to safeguarding the public interest and trust in public education. All internal and external stakeholders for the TCDSB Community are expected to uphold the public trust and demonstrate integrity in all of their dealings.

This Policy supports that commitment by providing a framework for the disclosure and investigation of wrongdoing, as well as protection from reprisal or threat of reprisal for those who make disclosures of information.

The Policy is intended to encourage TCDSB stakeholders at all levels of the organization and others to act with integrity. All persons to whom this policy applies are expected to adhere to the procedures outlined in this policy when making a disclosure and during any subsequent investigation.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: WHISTLEBLOWER POLICY

POLICY NO: A. 39

Regulations:

1. Any act of alleged wrongdoing that is detected or suspected must be reported immediately and investigated in accordance with this policy as expeditiously as possible.
2. Any individual or employee who has knowledge of an occurrence of a wrongdoing, or has reason to suspect that a wrongdoing has occurred, has the right and obligation to report the occurrence using the channels of reporting provided under the various policies, procedures, and collective agreements. However, an individual or employee may choose to report the incident to a third party whistleblower hotline.
3. The third party whistleblower hotline will assess the nature of the reported alleged wrongdoing and redirect it to the appropriate authority for review and investigation, as required, based on criteria as set out in the Operational Procedure.
4. The TCDSB will provide information to ensure that internal and external stakeholders are familiar with the policy including a mechanism for concerned individuals to confidentially report actual or suspected instances of wrongdoing through a third party whistleblower hotline.
5. Provided there are reasonable grounds, the TCDSB shall investigate any and all incidents of suspected or alleged acts of wrongdoings. An objective and impartial investigation will be conducted regardless of the position, title, length of service, or relationship with the Board, of any party who becomes the subject of such investigation.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: WHISTLEBLOWER POLICY

POLICY NO: A. 39

6. The identity of the whistleblower shall remain confidential to the Director of Education, or designate, unless law enforcement obtains a court order compelling the Board to disclose the name of the whistleblower.
7. Responsibility for ensuring all reported allegations of wrongdoing are investigated rests with the Director of Education.
8. The Board shall make every effort to ensure that an individual or employee, who in good faith reports under this policy, is protected from harassment, retaliation or adverse employment or contract consequence.
9. An individual who retaliates against someone who has reported in good faith is subject to discipline, up to and including termination of employment or vendor/contractor services.
10. An individual or employee who makes an unsubstantiated report, which is knowingly false, frivolous, or made with vexatious or malicious intent, will be subject to discipline, up to and including termination of employment or vendor/contractor services.
11. No person shall willfully obstruct management or any others involved in an investigation of wrongdoing.
12. No person shall direct, counsel or cause in any manner any person to obstruct management or any others involved in an investigation of wrongdoing.
13. No person shall direct, counsel or cause in any manner any person to destroy, alter, falsify, or conceal a document or other thing they know or ought to know is likely relevant to an investigation of wrongdoing.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: WHISTLEBLOWER POLICY

POLICY NO: A. 39

14. When an alleged wrongdoing is confirmed by the investigation, appropriate action shall be taken, up to and including termination of employment and/or contract where appropriate.

15. In the event of criminal misconduct, the Police shall be notified immediately.

16. Annual budget provisions will be made to support compliance with the policy.



POLICY SECTION: ADMINISTRATION
SUB-SECTION:
POLICY NAME: WHISTLEBLOWER POLICY
POLICY NO: A. 39

Definitions: **Informant**

An informant is a person who exposes misconduct, alleged dishonest or illegal activity occurring in an organization.

Wrongdoing

Wrongdoing may be classified collectively as illegal or inappropriate conduct, i.e. a violation of a law, rule, regulation and/or a direct threat to public interest, such as fraud, health and safety violations, and corruption.

Wrongdoing includes but is not limited to:

- Fraud as defined in the Criminal Code of Canada (s. 380 (1)).
- Misappropriation of funds, supplies, resources, or other assets.
- Any computer related activity involving the alteration, destruction, forgery, manipulation of data or unauthorized access for wrongdoing purposes, in violation of the TCDSB policy on Electronic Communication System-Acceptable Use (A.29)
- Irregular and/or improper accounting, internal controls, or auditing practices or conduct.
- Conflicts of interest (personal or otherwise) influencing the objectives and decision-making of one's duties.
- An actual or suspected violation or contravention of any federal or provincial law, regulation, TCDSB policies or administrative procedures as it relates to the TCDSB.
- Conduct or practices that present a danger to the health, safety, or well-being of the Board's students, employees, or other parties, where applicable.
- Unprofessional conduct or conduct that contravenes the following TCDSB policies: Conflict of Interest: Employees (H.M.31); Conflict of Interest: Trustees (T.01); Code of Conduct (SS.09).



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: WHISTLEBLOWER POLICY

POLICY NO: A. 39

- Knowingly directing or counselling a person to commit a wrongdoing of illegal or inappropriate conduct.

The above list is not exhaustive but is intended to provide guidance to individuals as to the kind of conduct that constitutes wrongdoing under this policy.

Reprisal

A reprisal is any measure taken against an individual or employee who has reported wrongdoing that adversely affects his or her employment or appointment and includes but is not limited to:

- a. Ending or threatening to end an individual or employee's employment or appointment;
- b. Disciplining or suspending or threatening to discipline or suspend an individual or employee;
- c. Imposing or threatening to impose a penalty related to employment or appointment of an individual or employee; or
- d. Intimidating, coercing or harassing an individual or employee in relation to his or her employment or appointment.

Stakeholders

"Stakeholders" includes trustees, TCDSB employees, and the general public, including parents and students.

Third Party Whistleblower Hotline

An objective third party service offering a secure reporting tool and management system to support the Board's mandate to implement an ethics and compliance reporting (whistleblowing), policy and procedure. The certified ethics reporting service protects individuals' identities so they are more inclined to report alleged wrongdoing.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: WHISTLEBLOWER POLICY

POLICY NO: A. 39

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

1. A report of the number and classification of disclosures of information and substantiation of reports and concerns including themes regarding the concerns shall be provided to the Board and Audit Committee quarterly.
2. A survey will be distributed annually to TCDSB internal and external stakeholders to assess satisfaction with the Whistleblower policy and its operational procedures. The results of this survey will be reported to the Board and the Audit committee on an annual basis.

WHISTLEBLOWER POLICY (A.39)

OPERATIONAL PROCEDURE

This operational procedure supports the TCDSB's commitment to provide a framework for the disclosure and investigation of alleged wrongdoing to a third party whistleblower hotline as well as protection from reprisal or threat of reprisal for those who make disclosures of such information.

This operational procedure applies to all internal and external stakeholders of the TCDSB Community. This operational procedure extends to all individuals or organizations engaged in education or other activities while in TCDSB facilities or representing the TCDSB.

1. Reporting an Alleged Wrongdoing

- (a) Any individual who has knowledge of an occurrence of a wrongdoing, or has reason to suspect that an alleged wrongdoing has occurred may report to the third party whistleblower hotline.
- (b) The third party whistleblower hotline will assess the nature of the report of the alleged wrongdoing and redirect it to the appropriate authority for review and investigation, as required, based on the following criteria:
 - (i) Where a Trustee or employee of the Board is suspected of the alleged wrongdoing, the reported information will be provided to the Director of Education or designate.
 - (ii) Where the Director of Education is suspected of alleged wrongdoing, the reported information will be provided to the Chair of the Board, who will report to the entire Board of Trustees. The investigation will be conducted by a third party investigator and reported to the entire Board of Trustees.

- (c) The informant can report their concerns to the third party whistleblower hotline via email, fax, mail, or phone.
- (d) The third party whistleblower hotline will collect the information from the informant, creating a unique case file for each matter reported. The information will be assessed and forwarded as per the Board policy.

2. Investigation of Suspicions or Allegations of Wrongdoing

- (a) The Director of Education shall ensure that all instances of alleged wrongdoing are appropriately investigated and reported to the Audit Committee on a quarterly basis.
- (b) Investigations will be conducted in accordance with the appropriate Board policy.
- (c) The Director of Education, in consultation with the Board's legal counsel, may solicit the services of internal staff and/or external resources as appropriate.
- (d) Employees are expected to fully cooperate with management and any others involved in the investigation and make all reasonable efforts to be available to assist during the course of the investigation.
- (e) In the event that the investigation was conducted in good faith yet is not to the informant's satisfaction, he/she has the right to report the event to the appropriate legal or investigative agency. Any associated costs are the responsibility of the informant.
- (f) All participants in an investigation of an alleged wrongdoing, including persons who make a disclosure, witnesses, and the persons alleged to be responsible for wrongdoing, shall keep the details and results of the investigation confidential, and shall not discuss the matter with anyone other than those conducting the investigation. Any person who violates this confidentiality requirement will be subject to disciplinary measures up to and including suspension or termination.

3. Duty to Protect

- (a) The identities of all participants in an investigation of wrongdoing, including persons who make a disclosure, witnesses, and the persons alleged to be responsible for wrongdoing will be protected and remain confidential unless it is a criminal matter and must be reported to the appropriate authorities.
- (b) The identity of the informant shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.

4. Duty to Report

- (a) In making a report, an individual or employee must be acting in good faith with reasonable grounds for believing that there is a grievous breach of a Board policy or federal or provincial law that relates to the safeguarding of the Board's assets as well as the Board's fiduciary responsibilities.
- (b) Any act of wrongdoing that is detected or alleged must be reported immediately and investigated in accordance with this policy as expeditiously as possible.

5. Prohibition Against Interfering with an Investigation

- (a) Any person who willfully obstructs management or any others involved in an investigation of alleged wrongdoing is subject to disciplinary measures including suspension or termination.
- (b) No person shall destroy, alter, falsify, or conceal a document or other thing they know or ought to know is likely relevant to an investigation of alleged wrongdoing.
- (c) Any person, who destroys, alters, falsifies, or conceals a document or other thing they know or ought to know is likely relevant to the

investigation of alleged wrongdoing is subject to disciplinary measures, including suspension or termination.

6. Prohibition Against Counseling Interference with an Investigation

- (a) Any individual who directs, counsels or causes in any manner any individual to obstruct management or any others involved in an investigation of alleged wrongdoing is subject to disciplinary measures, including suspension or termination.
- (b) Any individual who directs, counsels or causes in any manner any individual to destroy, alter, falsify, or conceal a document or other thing they know or ought to know is likely relevant to an investigation of alleged wrongdoing is subject to disciplinary measures, including suspension or termination.

7. Reporting Of A Complaint From An Individual Who Believes That They Have Suffered Or Are Suffering From Retaliation Or Reprisal

- (a) An individual who feels that they are suffering reprisal resulting from making a complaint of alleged wrongdoing should contact the Superintendent of Human Resources or Director of Education.
- (b) The Third party whistleblower hotline may also be contacted where the individual who feels that they have suffered reprisal is uncomfortable with reporting the matter through the process noted in 7(a).

8. Investigating A Complaint From An Individual Who Believes That They Have Suffered From Retaliation Or Reprisal

- (a) The complaint will be processed as per Board policies and procedures related to the disposition of complaints.
- (b) An individual or employee who retaliates against someone who has reported in good faith is subject to discipline, up to and including termination of employment or vendor/contractor services.

Speak Up

Toronto Catholic District School Board's goal is to ensure that its employees, internal and external stakeholders observe the highest standards of ethics in the conduct of their duties and responsibilities, practice honesty and integrity in fulfilling their responsibilities, and comply with all applicable laws and regulations. All employees, internal and external stakeholders are bound to the Board's Policy Code of Conduct, and are urged to report violations or suspected violations of the Code, and/or other possible legal and ethical lapses. If you suspect a violation, you can communicate it anonymously.

Report The Incident

✉ TorontoCatholicDSB@integritycounts.ca

☎ 1-866-921-6714 *(Toll Free)*

🌐 www.integritycounts.ca/org/TorontoCatholicDSB



If you suspect illegal or unethical behaviour related to any of the organization's operations, you can communicate it anonymously.

REPORT THE INCIDENT

Toll Free Call: 1-866-921-6714

Email: TorontoCatholicDSB@integritycounts.ca

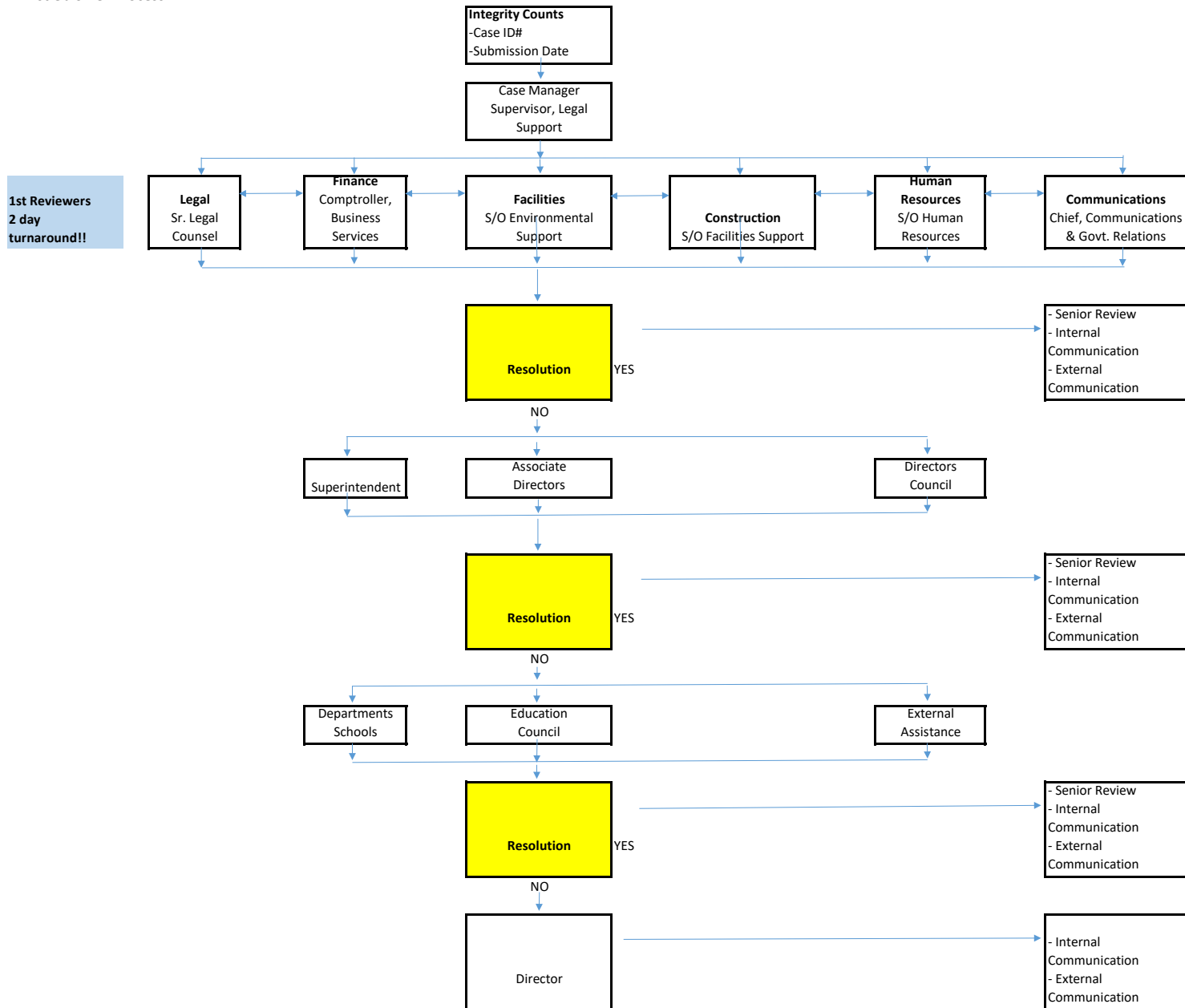
Website: www.integritycounts.ca/org/TorontoCatholicDSB

Making Good Organizations Better

INTEGRITY **COUNTS**

**Workflow
Whistleblower Process**

Appendix E



From: [Moynihan, Emma \(Communications\)](#) on behalf of [Communications Department](#)
To: [All Principals, VPs, ED Council](#)
Cc: [Finniss, Amanda \(Corporate Services\)](#); [Bilenduke, David \(Business Services\)](#); [Dalinda, Jessica \(Communications\)](#); [Szekeres Milne, Emmy \(Communications\)](#); [Persaud, Fiona \(Communications\)](#)
Subject: Promotional Material RE: Whistleblower Policy
Attachments: [WBS-Poster-TorontoCatholicDistrictSB_EN.pdf](#)
[WBS-wallet-card-TorontoCatholicDistrictSB-EN.pdf](#)

Good afternoon Principals,

On September 20th, 2018 the Board of Trustees approved [Whistleblower Policy A.39](#). This Policy is intended to encourage TCDSB stakeholders at all levels of our organization to observe the highest standards of ethics.

You will receive a package of materials to promote our new confidential and anonymous reporting system in your school communities. If stakeholders suspect illegal or unethical behavior related to any Board or school operations, they can report it anonymously via phone, email or online. The package will include posters and business cards (images attached for reference) encouraging stakeholders to “speak up” and report violations of the Board’s Code of Conduct.

These tools are directed at staff, students and parents, and we ask that you display posters prominently in your school office, in addition to sending the draft letter below via School Messenger in order to advise parents of this new system. Please keep the business cards available in your school office and staff room. Information has also been placed on all school website homepages, [click here to access the webpage](#).

Should you have any questions please contact your local superintendent.

Thank you in advance for your assistance and cooperation,

Communications Department

SCHOOL MESSENGER MESSAGE TO PARENTS:

Dear Parent/Guardian,

On September 20th, 2018 the Board of Trustees approved Whistleblower Policy A.39. This Policy is intended to encourage TCDSB stakeholders at all levels of our organization to observe the highest standards of ethics.

We would like to make you aware of our new confidential and anonymous reporting system. If stakeholders (parents, staff, students, etc.) suspect illegal or unethical behavior related to any Board or school operations, they can report it anonymously via phone, email or online:

Toll Free Call: 1-866-921-6714,

Email: TorontoCatholicDSB@integritycounts.ca

Website: www.integritycounts.ca/org/TorontoCatholicDSB

We encourage you to visit the website for more information, and thank you for continuing to be our partners in Catholic education.

Sincerely,

PRINCIPAL

CC: SUPERINTENDENT, TRUSTEE

Audit Committee Meeting 2019 Annual Agenda / Check List

	Jan	Mar	May	Sep	Nov
Risk Management					
Resourcing (Mix, Skillset, Quantity)			D		
Reputational Risk		D			
Management Structure Issues				D	
CFO Role					
Budget (2019/2020)	D	D	D		
Financial Reporting Process					
MOE Financial Reports	D	D	D	D	
Consolidated Financial Statements					
Internal Audit					
Open Audit Status (% complete, support received)		D		D	
Risk Review Summary on Audit Completion		D			
Future Audit Plan (2 years)			D	D	
Internal Controls					
Ministry Operational Review					
Internal Audit recommendations	D		D	D	
Compliance Matters					
Legal	D	D	D	D	
MOE		D			
Union					
Board Policy Compliance					
External Audit					
Review External Auditors				D	
Scope				D	
Cost					

D - Discussed

R - Review requested

P - Pending

Audit Committee is required to meet a minimum of 3 times annually.

**AUDIT COMMITTEE
PENDING LIST OF REPORTS AS AT SEPTEMBER 17, 2019**

	Subject	Date Due	Delegated to
a.	Report regarding Schedule of Internal Audits (Annual)	Jan./Feb.	L. Noronha
b.	Report regarding Summary of Grievances, Trends, Liabilities, Administrative Risks and Litigation (Quarterly, where appropriate, to both the Audit Committee and the respective Standing Committee)	Quarterly	P. Matthews
c.	Report regarding Audit Committee Annual Report to the Board of Trustees (Annual)	Nov.	L. Noronha
d.	Report regarding the Draft Audited Financial Statements (Annual)	Nov.	L. Noronha
e.	Report regarding the Audit Committee's Self-Assessment (Annual)	Jan./Feb.	L. Noronha
f.	Report regarding the External Auditors' Annual Audit Plan (Annual)	Sept.	L. Noronha
g.	Report regarding the Toronto & Area Regional Internal Audit Team Progress Report (Every Meeting)	Every Meeting	P. Hatt
h.	Report regarding Statements of Reserves and Accumulated Surplus (Annual)	Nov.	L. Noronha
i.	Report regarding the type of work External Auditors may/may not complete on non-audit work; and include a staff recommendation on the ratio of non-audit services that External Auditor may be able to perform so as to not compromise independence.	Nov.	L. Noronha
j.	Report regarding Professional Services Fees paid to External Consultants for Financial Advisory and Reporting Services (Annual)	Nov.	L. Noronha