



**HALIFAX REGIONAL SCHOOL BOARD
AUDIT COMMITTEE MEETING
MINUTES
September 20, 2017
6:00 p.m.**

An Audit Committee meeting was held this date in
Meeting Room 310
33 Spectacle Lake Drive, Dartmouth, NS

PRESENT:

Linda MacKay, Chair
Bridget Ann Boutilier, Vice Chair
Nancy Jakeman
Dave Wright
Gin Yee
Cathie O'Toole

BOARD MEMBERS:

REGRETS:

Bruce Densmore

STAFF:

Elwin LeRoux, Superintendent
Steve Gallagher, Senior Staff Advisor
Selena Henderson, Corporate Secretary
Alison King, Director, Program
Susan Tomie, Director, School Administration
Tracy O'Kroneg, Director, Human Resources
Ron Heiman, Director, Operations Services
Terri Thompson, Director, Financial Services
Kate Wall, Coordinator, Financial Services
Athena Leclair, Administrative Assistant to the Corporate Secretary

1. CALL TO ORDER

Linda MacKay, Chair called the meeting to order at 6:05 p.m.

2. APPROVAL OF AGENDA

Approval of the June 21, 2017 in-camera minutes was added to the agenda.

It was moved and seconded (Jakeman/Boutilier) that the agenda be approved as amended.

(CARRIED)

3. APPROVAL OF MINUTES/BUSINESS ARISING FROM MINUTES

It was moved and seconded (Jakeman/Boutilier) that the minutes of June 21, 2017 Audit Committee be approved.

(CARRIED)

4. REPORT 2017-09-34 PURCHASING ANNUAL REPORT 2016-2017

Terri Thompson, Director, Financial Services summarized the report. It was noted that the Purchasing policy will be brought forward to the Policy Development and Review Committee in October for a mandate to review.

The process of approving RFPs that are brought forward to the Superintendent was discussed. It was noted that a summary would be provided that outlines the bidders along with explanations provided to explain why the bidders were chosen. A discussion ensued regarding whether or not the process followed is best practice. The Sole Source award and its pricing was discussed. A conversation took place regarding why a reason for a Sole Source award would be titled as an Emergency.

Terri Thompson, Director, Financial Services noted that Bruce Densmore had sent his regrets along with a few comments regarding the report. Terri relayed one concern from Bruce which was whether or not there is a strategy for IT acquisitions that would minimize dependence on sole source technology. A discussion ensued regarding the tenders for IT equipment.

5. OTHER BUSINESS

6. DATE OF NEXT MEETING

Wednesday, November 15, 2017 at 6:00 p.m.

7. IN-CAMERA ITEM

It was moved and seconded (Yee/Wright) to move in-camera.

(CARRIED)

It was moved and seconded (Yee/Jakeman) to move out of in-camera. (CARRIED)

7.1 Approval of June 21, 2017 In-Camera Minutes

It was moved and seconded (Jakeman/Yee) that the in-camera minutes of June 21, 2017 Audit Committee be approved. (CARRIED)

7.2 Financial Update – Terri Thompson, Director, Financial Services

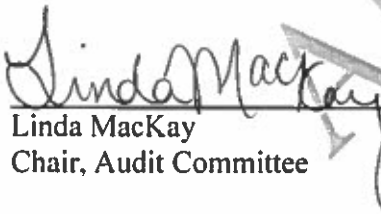
7.3 Contract Extension

It was moved and seconded (Yee/Boutilier) that the Audit Committee recommend that the Governing Board approve a contract extension for Audit Services to KPMG for the March 31, 2018 fiscal year-end audit. (CARRIED)


8. ADJOURNMENT

It was moved and seconded (Yee/Wright) that the meeting be adjourned. (CARRIED)

The meeting adjourned at 6:39 p.m.



Linda MacKay
Chair, Audit Committee



Athena Leclair
Administrative Assistant to the Corporate
Secretary