
Independent Practitioner's Limited Assurance Report

To: The Management of Dufferin-Peel Catholic District School Board

We have undertaken a limited assurance engagement of Management's Statement ("subject matter information") within the accompanying Dufferin-Peel Catholic District School Board Random Selection System Statement.

Management's Responsibility

Management is responsible for the preparation of the subject matter information in accordance with the criteria described under Management Criteria ("applicable criteria") within the accompanying Dufferin-Peel Catholic District School Board Random Selection System Statement. Management is also responsible for selecting the applicable criteria used.

Management is also responsible for such internal control as management determines necessary to enable the preparation of the subject matter information that is free from material misstatement, whether due to fraud or error.

Our Responsibility

Our responsibility is to express a limited assurance conclusion on the subject matter information based on the evidence we have obtained.

We conducted our limited assurance engagement in accordance with Canadian Standard on Assurance Engagements (CSAE) 3000, *Attestation Engagements Other than Audits or Reviews of Historical Financial Information*. This standard requires us to conclude whether anything has come to our attention that causes us to believe that the subject matter is not fairly stated, in all material respects.

In a limited assurance engagement, the practitioner performs procedures (primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying controls test procedures) and evaluates the evidence obtained.

The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement and, consequently, the level of assurance obtained is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed.

Our Independence and Quality Control

We have complied with the relevant rules of professional conduct / code of ethics applicable to the practice of public accounting and related to assurance engagements, issued by various professional accounting bodies, which are founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behavior.

The firm applies Canadian Standard on Quality Control 1, *Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance Engagements* and, accordingly, maintains a comprehensive system of quality control, including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.



Conclusion

Based on the procedures we have performed and the evidence we have obtained, nothing has come to our attention that causes us to believe that the subject matter information is not prepared, in all material respects, in accordance with the applicable criteria.

Specific Purpose of Applicable Criteria

The subject matter information has been prepared in accordance with the applicable criteria. As a result, the subject matter information may not be suitable for another purpose.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants
Toronto, Ontario
February 5, 2021

Dufferin-Peel Catholic District School Board Random Selection System Statement

Management's Statement

The Dufferin-Peel Catholic District School Board is responsible for the development and implementation of a process to be used to support the selection of students to attend schools with limited capacities. The Dufferin-Peel Catholic District School Board designed the selection process to ensure the selection of applicants for admission to schools with limited capacity is objective and random in nature.

Brian Hester
 Superintendent of Financial Services
 Dufferin-Peel Catholic District School Board

Management Criteria

| # | Management's Criteria | Management Activities |
|----|---|---|
| 01 | Student applications for enrolment using the Random Selection System are completed through a downloadable form available on the board website and emailed to the school for validation with pictures of supporting documents. | <ol style="list-style-type: none"> 1. The School Board created a URL for parents/guardians to download a pre-defined student application form. 2. A downloadable form has been created to gather the necessary information to validate a student's eligibility to attend the respective grade. 3. A validation process was designed to validate submitted application forms for completeness and eligibility. 4. A process has been created to collect and assign each application a unique registration number to each completed applications. |
| 02 | A verification email is sent to the parent/guardian with their registration number. | <ol style="list-style-type: none"> 1. A standard applicant registration communication has been drafted to be sent to parents/guardians who submit a completed school application. 2. A process has been developed to identify applicants by via unique registration number. |
| 03 | The completed registrations are stored by the School Secretary in a spreadsheet. The Secretary sends ICT an extract containing only the data fields that ICT needs to run the Random Selection process. | <ol style="list-style-type: none"> 1. Board personnel record applicant information within an excel file, whose access is limited to the School secretary and authorized IT personnel. 2. The excel file is appended to until the closure of the application period. |
| 04 | Only the registrationid/ Grade/school code/schoolyear data is stored in our database. | <ol style="list-style-type: none"> 1. The School secretary removes the student names from the excel file prior to it being transmitted to IT. |

| # | Management's Criteria | Management Activities |
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| 05 | Enrolment applications for each grade are selected on a random basis. | <ol style="list-style-type: none"> 1. A random selection application has been developed to generate and assign a random number to each applicant record. 2. The random selection application deliverables have been verified, and validated for correct operation using reviews, inspections, assessments, observation, and testing techniques. 3. Various use cases have been evaluated for mitigating unintended functions through testing, observation, or inspection techniques. 4. Traceability of random selection application requirements to software design and acceptance testing has been performed. 5. A process has been developed to select successful student applications based on the assigned random numbers and applicable grade class size. 6. The tests were repeated multiple times to ensure the randomness of the process. |
| 06 | The school board notifies parents/guardian if a slot will be offered to the applicant or if they will be on the waiting list. | <ol style="list-style-type: none"> 1. A process has been developed to notify via email parents/guardians of the results of the random selection process. 2. A standard communication was developed to notify parent of the selection process. |
| 07 | Access to the Random Selection System database is limited to authorized individuals, and requests for access must follow change management process and authorized prior to access being granted. | <ol style="list-style-type: none"> 1. Access to the application spreadsheet is limited to the School Secretary and IT support individuals. |
| 08 | Changes to the Random Selection System must follow a defined approved change management process to ensure changes are authorized, tested, and approved for implementation. | <ol style="list-style-type: none"> 1. New versions of the application are verified and validated to ensure that the application meets the requirements and does not perform any unintended functions. 2. A formal process exists for the development, testing and approval of changes to programs. 3. Program development was approved, development/changes were tested and code was approved for production. 4. Requirements, testing and approval documentation has been retained. |