



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

MINUTES
AUDIT COMMITTEE MEETING

Public Session

Wednesday April 12, 2017

St. Clair Room, CEC

420 Creek St. Wallaceburg

Regular Committee Meeting – 3:00 p.m.

Audit Committee Members: Carol Bryden
Linda Ward

Community Members Gord Quinton
Marlene Kerwin

Administration and Others	Dan Parr	Ferruccio Da Sacco
	Amy Janssens	Suk Bedi
	Catherine Day	Bruce Lowe
	Joanne Cincurak	Christopher O'Connor

Regrets: Linda Ward

A. CALL TO ORDER – C. Bryden

Motion O-019-2017: (Marlene Kerwin and Gord Quinton) That the Audit Committee of the Board move into the Regular Committee Meeting of Wednesday, April 12, 2017. Carried.

1. Opening Prayer
2. Recording of Attendance – Regrets – Linda Ward
3. Confirmation of Agenda

Motion O-020-2017: (Gord Quinton and Marlene Kerwin) That the Agenda for the Regular Committee Meeting of Wednesday, April 12, 2017 be approved as presented. Carried.

4. Declaration of Conflict of Interest - None

Introduction of new member – Amy Janssens introduced our new external audit committee member, Gord Quinton.

Gord Quinton is a Chartered Professional Accountant (CPA/CGA) residing in Chatham, Ontario. Gord has a MBA and an Honours BA in Economics. Gord is a respected member of the Senior Management Team at the Municipality of

Chatham-Kent. Gord began working for the Municipality 21 years ago and has progressed through roles of Financial Analyst, Supervisor of Accounting Operations, Acting Treasurer/Director of Financial Services and most recently became the Director, Budget and Performance Services in charge of preparing, presenting and managing Chatham-Kent's \$300 million operating budget. Through these roles Gord has been directly involved with the audit process and presenting reports to Audit Committees and Chatham-Kent Council. Gord and his wife currently have 2 actively involved students attending Ursuline College in Chatham.

Encl. 5. Confirmation of Minutes

Motion O-021-2017: (Marlene Kerwin and Gord Quinton) That the Minutes for the Regular Committee Meeting of Thursday, March 2, 2017 be approved as presented. Carried.

B. CLOSED SESSION

6. Resolve to Move into Closed Session

Motion O-022-2017: (Marlene Kerwin and Gord Quinton) That the Audit Committee of the Board move into the Closed Committee Meeting of Wednesday, April 12, 2017. Carried.

Resolved into closed session at 3:07 p.m.

13 Return to Regular Session

Motion O-025-2017: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board return to the Regular Committee Meeting of Wednesday, April 12, 2017.

Returned to regular session at 4:34 p.m.

C. EDUCATION SESSION - Nil

D. REGULAR SESSION

14. New Business (Regular Session)

Internal Audit - Nil

External Audit - Nil

Encl. a. 2017 Audit Service Plan Executive Summary – F. Da Sacco, BDO

Ferruccio Da Sacco, Partner, BDO Canada LLP, reviewed the Planning Report to the Audit Committee for 2016-17 fiscal year. He reviewed the concept of independence, responsibilities, audit strategy and materiality. The timing for the current year tasks and report out was also discussed.

Other – Nil

15. Other (Regular Session) - Nil
16. Information Items (Regular Session) - Nil

E. FUTURE MEETING DATES

17. Future Committee Meeting Dates:
 - Wednesday June 21, 2017, 3:00 p.m. St. Clair Room, Wallaceburg CEC
Amy inquired if the meetings can be changed from Wednesday to Tuesday next year. It was decided to leave them at Wednesdays. Amy will send out tentative dates for next year for members to review.

F. ADJOURNMENT

18. Adjournment
Motion O-026-2017: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board meeting of Wednesday, April 12, 2017 adjourn at 4:35 p.m. Carried.
19. Closing Prayer