



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

MINUTES
AUDIT COMMITTEE MEETING
Public Session

Wednesday, September 25, 2019
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	Deb Crawford Amy Janssens Catherine Day Joanne Cincurak

Regrets:

A. CALL TO ORDER – C. Bryden

Motion O-018-2019: (Marlene Kerwin and Linda Ward) That the Audit Committee of the Board move into the Regular Committee Meeting of Wednesday, September 25, 2019. Carried.

1. Opening Prayer
2. Recording of Attendance
Called in – Linda Ward and Marlene Kerwin
3. Confirmation of Agenda

Motion O-019-2019: (Linda Ward and Marlene Kerwin) That the Agenda for the Regular Committee Meeting of Wednesday, September 25, 2019 be approved as presented. Carried.

4. Declaration of Conflict of Interest - None

Encl. 5. Confirmation of Minutes

Motion O-020-2019: (Marlene Kerwin and Linda Ward) That the Minutes for the Regular Committee Meeting of Tuesday, June 11, 2019 be approved as presented. Carried.

- Encl. 6. Review Ontario 361/10 and Election of Chair

In accordance with the Ontario Regulation 361/10, s. 6 (1), Amy Janssens, opened the floor for nominations for the position of Chair of the Audit Committee for the 2019-2020 school year. Marlene Kerwin nominated, and Linda Ward seconded the nomination of Carol Bryden. Carol accepted the position of Chair of the Audit Committee for the 2019-20 school year.

7. Appointment of Secretary for Private Meetings

Carol Bryden nominated Linda Ward as Secretary for Private Sessions for 2019-20 Audit Committee. Linda accepted the position.

8. Review Committee Membership and Regulation

Amy Janssens reviewed the membership of the Audit Committee in accordance with Regulation 361/10.

- Encl. 9. Regular and Closed Session Agenda Items – Amy Janssens

Amy presented the 2019-20 audit committee agenda topics which are aligned to the audit committee's responsibilities outlined under Regulation 361/10. Amy reviewed the chart of agenda topics with the committee.

Motion O-021-2019: (Gord Quinton and Linda Ward) That the Audit Committee of the Board approve: Regular and Closed Session Agenda Items, for 2019-20. Carried.

10. Presentation – Integrity Counts (3:05 p.m.)

Sabrina Aslam, from Human Powered Ethics Reporting, presented "Integrity Counts". She showed us how the system works, starting with filling out the report, searching, working through (emails, meetings), back-end reporting and closing the files.

Sabrina answered questions from committee members.

B. CLOSED SESSION

11. Resolve to Move into Closed Session at 3:53 p.m.

Motion O-022-2019: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board move into the Closed Committee Meeting of Wednesday, September 25, 2019. Carried.

18. Return to Regular Session at 4:22 p.m.

Motion O-026-2019: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board return to the Regular Committee Meeting of

Wednesday, September 25, 2019. Carried.

C. EDUCATION SESSION – None

D. REGULAR SESSION

19. New Business (Regular Session)

Internal Audit

a. 2019-20 Internal Audit Plan – Amy Janssens

Amy noted that the 2019-20 plan was approved by the Audit Committee and includes one internal audit, Health and Safety - Students.

External Audit - Nil

Other

Encl. b. 2018-19 Annual Audit Committee Report – Amy Janssens

Amy reviewed the 2018-19 Annual Audit Committee Reports for the year ended August 31, 2019. She summarized the member base, assessment, governance, internal and external auditors and summary of work performed.

She noted the annual reports will be presented to the Board of Trustees and then will be subsequently forwarded to the Ministry of Education.

20. Other (Regular Session) – None

21. Information Items (Regular Session) –

a. Policy and Procedures for Fraud Management – Amy Janssens

Amy will send a document to members to review and bring comments back to a subsequent meeting.

E. FUTURE MEETING DATES

22. Future Committee Meeting Dates:

- Tuesday November 12, 2019
- Wednesday January 29, 2020
- Wednesday April 15, 2020
- Wednesday June 24, 2020

F. ADJOURNMENT

23. Adjournment

Motion O-027-2019: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board meeting of Wednesday, September 25, 2019 adjourn at 4:45 p.m. Carried.

24. Closing Prayer