



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

MINUTES
AUDIT COMMITTEE MEETING

Public Session

Tuesday, September 26, 2017

St. Clair Room, CEC

420 Creek St. Wallaceburg

Regular Committee Meeting – 2:00 p.m.

Audit Committee Members:	Carol Bryden Linda Ward	
Community Members	Gord Quinton Marlene Kerwin	
Administration and Others	Dan Parr Amy Janssens Catherine Day Joanne Cincurak	Christopher O'Connor Bruce Lowe

Regrets:

A. CALL TO ORDER – C. Bryden

Motion: O-036-2017: (Gord Quinton and Linda Ward) That the Audit Committee of the Board move into the Regular Committee Meeting of Tuesday, September 26, 2017. *Carried.*

1. Opening Prayer
2. Recording of Attendance – All present.
3. Confirmation of Agenda

Motion: O-037-2017: (Marlene Kerwin and Linda Ward) That the Agenda for the Regular Committee Meeting of Tuesday, September 26, 2017 be approved as presented. *Carried.*

4. Declaration of Conflict of Interest - Nil

Encl. 5. Confirmation of Minutes

Motion: O-038-2017: (Gord Quinton and Linda Ward) That the Minutes for the Regular Committee Meeting of Wednesday, June 21, 2017 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, Executive Superintendent & Treasurer, opened the floor for nominations for the position of Chair of the Audit Committee for the 2017-2018 school year. Linda Ward nominated and Gord Quinton seconded the nomination of Carol Bryden. Carol accepted the position of Chair of the Audit Committee for the 2017-18 school year.

7. Appointment of Secretary for Private Meetings

Linda Ward volunteered to act as Secretary for Private Sessions for 2017-18 Audit Committee.

8. Review Committee Membership and Regulation –

Amy Janssens, Executive Superintendent & Treasurer, reviewed the membership and Regulation 361/10.

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

Amy Janssens presented the 2017-18 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. Discussion about Fees being moved into regular session took place. It was decided that more investigation will be completed and brought back to the next meeting.

B. CLOSED SESSION

10. Resolve to Move into Closed Session

Motion: O-040-2017: (Gord Quinton and Linda Ward) That the Audit Committee of the Board move into the Closed Committee Meeting of Tuesday, September 26, 2017. Carried.

Resolved into closed session from 2:12 p.m. – 2:30 p.m.

Resolved into closed session from 2:45 p.m – 3:37 p.m.

17. Return to Regular Session

Motion: O-042-2017: (Linda Ward and Gord Quinton) That the Audit Committee of the Board return to the Regular Committee Meeting of Tuesday, September 26 2017. Carried

The committee returned to the regular session from 2:30 p.m. – 2:45 p.m.

The committee returned to the regular session at 3:37 p.m.

C. **EDUCATION SESSION** - Nil

D. **REGULAR SESSION**

18. New Business (Regular Session)

Internal Audit

a. Payroll Audit Executive Summary – Amy Janssens

Amy confirmed that the Summary of Internal Audit Results was provided by PWC in closed session and describes background information, internal audit objectives and scope exclusions. Amy confirmed no significant findings were noted during the course of the internal audit.

Encl. b. Confirm PWC Internal Audit Approach, Staffing & Structure – Christopher O'Connor, PWC

Christopher described the PWC approach, staffing and structure for the 2017-18 internal audit work. He confirmed that PWC is committed to the three-year risk based internal audit plan. The committee agreed that the Asset Management audit is still a priority with the French Immersion audit to follow.

Christopher and Amy answered questions from committee members.

c. Internal Audit Plan Executive Summary – Amy Janssens

Amy presented the draft 2017-18 Internal Audit Plan Executive Summary.

External Audit - Nil

Other

d. 2016-17 Annual Audit Committee Report – Amy Janssens

Amy reviewed the 2016-17 Annual Audit Committee Reports for the year ended August 31, 2017. 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.

19. Other (Regular Session) - Dan Parr stated that Board By-laws are not in any way in conflict with the Education Act.

20. Information Items (Regular Session) - Nil

E. **FUTURE MEETING DATES**

21. Future Committee Meeting Dates:
- Tuesday November 7, 2017, 3:00 p.m. St. Clair Room Wallaceburg
 - Wednesday January 31, 2018, 3:00 p.m. St. Clair Room Wallaceburg
 - Wednesday April 18, 2018, 3:00 p.m. St. Clair Room Wallaceburg
 - Wednesday June 20, 2018, 3:00 p.m. St. Clair Room Wallaceburg

F. ADJOURNMENT

22. Adjournment

Motion: O-043-2017: (Gord Quinton and Linda Ward) That the Audit Committee of the Board meeting of Tuesday, September 26, 2017 adjourn at 3:55 p.m. Carried.

23. Closing Prayer