



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

MINUTES
AUDIT COMMITTEE MEETING
Public Session

Wednesday, September 14, 2016
Boardroom, Facility Services
245 Tecumseh St. Sarnia
Regular Committee Meeting – 3:00 p.m.

ATTENDANCE:

<u>Audit Committee Members:</u>	Carol Bryden	Linda Ward
<u>Community Members:</u>	John Beer	Marlene Kerwin – called in
<u>Administration and Others:</u>	Dan Parr Amy Janssens Kevin Campagna	Jim McKenzie Catherine Day
<u>Regrets:</u>	Suk Bedi	Ferruccio Da Sacco
<u>Recording Secretary:</u>	Nancy Bechard	

A. CALL TO ORDER – C. Bryden called the meeting to order at 3:03 p.m.

Motion O-001-2016: (Linda Ward and John Beer) That the Audit Committee of the Board move into the Regular Committee Meeting of Wednesday, September 14, 2016. Carried.

1. Opening Prayer - All
2. Recording of Attendance – Regrets - Suk Bedi, Ferruccio Da Sacco
3. Confirmation of Agenda

Motion O-002-2016: (John Beer and Linda Ward) That the Agenda for the Regular Committee Meeting of Wednesday, September 14, 2016 be approved as presented. Carried.

4. Declaration of Conflict of Interest - Nil

Encl. 5. Confirmation of Minutes

Motion O-003-2016: (Linda Ward and Marlene Kerwin) That the Minutes for the Regular Committee Meeting of Wednesday, June 15, 2016 be approved as presented. Carried.

6. Election of Chair

In accordance with the Ontario Regulation 361/10, s. 6 (1), Jim McKenzie, Associate Director & Treasurer, opened the floor for nominations for the position of Chair of the Audit Committee for the 2016-2017 school year. Linda Ward nominated and John Beer seconded the nomination of Carol Bryden. Carol accepted the position of Chair of the Audit Committee for the 2016-17 school year.

7. Appointment of Secretary for Private Meetings

Linda Ward volunteered to act as Secretary for Private Sessions for 2016-17 Audit Committee.

Encl. 8. Review Committee Membership and Regulation

Amy Janssens, Assistant Superintendent Corporate Services, reviewed the membership and regulation 361/10.

Encl. 9. Proposed Audit Committee Meeting Schedule & Agenda Topics – Amy Janssens

Amy Janssens presented the 2016-17 audit committee meeting schedule and agenda topics which are aligned to the audit committee's responsibilities outlined under regulation 361.10.

Motion O-004-2016: (Linda Ward and John Beer) That the Audit Committee of the Board approve: 2016-17 Audit Committee Meeting Schedule & Agenda Topics, for 2016-17. Carried.

Encl. 10. Regular and Closed Session Agenda Items – Amy Janssens

Amy Janssens distributed the Education Act Section 207(2) which outlines the topics to be held in open and closed sessions. The committee discussed that this would be used as guidance for 2016-17 to determine which agenda items will be discussed in closed session.

Motion O-005-2016: (John Beer and Linda Ward) That the Audit Committee of the Board approve: Regular and Closed Session Agenda Items, for 2016-17. Carried.

B. CLOSED SESSION

11. Resolve to Move into Closed Session

Motion C-001-2016: (Linda Ward and John Beer) That the Audit Committee of the Board move into the Closed Committee Meeting of Wednesday, September 14, 2016. Carried.

Resolved into closed session at 3:20 p.m.

18. Return to Regular Session

The committee returned to the Regular Session at 3:50 p.m.

C. EDUCATION SESSION - Nil

D. REGULAR SESSION

19. New Business (Regular Session)

Internal Audit

- a. PWC Report on Past Internal Audit Findings as of July 31, 2016 – Kevin Campagna
Kevin Campagna, Manager Risk Assurance Services, PWC, summarized the work that management has completed to close past internal audits. Internal audits reported on include: Budget Planning, Development and Control, Fundraising; and Terminations, Retirements and Succession Planning.
- b. PWC Internal Audit Approach, Staffing & Structure – Kevin Campagna
Kevin reviewed the PWC internal audit approach, staffing and structure.

Encl.

External Audit - Nil

Other

- a. 2015-16 Annual Audit Committee Report – Amy Janssens
Amy reviewed the Annual Audit Committee Report for the year ended August 31, 2016 with committee members.

Motion O-007-2016: (Linda Ward and Marlene Kerwin) That the Audit Committee of the Board approve: 2015-16 Annual Audit Committee Report. Carried.

20. Other (Regular Session) - Nil

21. Information Items (Regular Session) - Nil

E. FUTURE MEETING DATES

- Tuesday November 8, 2016, 2:00 p.m. St. Clair Room Wallaceburg
- Wednesday January 18, 2017, 3:00 p.m. Boardroom Sarnia Facility
- Wednesday April 12, 2017, 3:00 p.m. Boardroom Sarnia Facility
- Wednesday June 21, 2017, 3:00 p.m. Boardroom Sarnia Facility

F. ADJOURNMENT

23. Adjournment

Motion O-008-2016: (John Beer and Linda Ward) That the Audit Committee of the Board meeting of Wednesday, September 14, 2016 adjourn at 4:10 p.m. Carried.

24. Closing Prayer