MINUTES
AUDIT COMMITTEE MEETING
<u>**Public Session**</u>
Wednesday June 21, 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	Christopher O'Connor
	Joanne Cincurak	Marcie Myers

Regrets:

A.   <u>**CALL TO ORDER**</u> – C. Bryden

Motion O-027-2017: (Gord Quinton and Linda Ward) That the Audit Committee of the Board move into the Regular Committee Meeting of Wednesday, June 21, 2017. *Carried.*

1. Opening Prayer

2. Recording of Attendance – all Present

3. Confirmation of Agenda

Motion O-028-2017: (Linda Ward and Gord Quinton) That the Agenda for the Regular Committee Meeting of Wednesday, June 21, 2017 be approved as presented. *Carried.*

4. Declaration of Conflict of Interest - None

Encl.   5. Confirmation of Minutes

Motion O-029-2017: (Gord Quinton and Linda Ward) That the Minutes for the Regular Committee Meeting of Wednesday, April 12, 2017 be approved as presented. *Carried.*

B.   **CLOSED SESSION**

     6.   Resolve to Move into Closed Session

        Motion O-030-2017: (Gord Quinton and Linda Ward) That the Audit Committee of the Board move into the Closed Committee Meeting of Wednesday, June 21, 2017. *Carried.*

        Resolved to move into closed session at 3:13 p.m.

    13.   Return to Regular Session

        Motion O-033-2017: (Linda Ward and Gord Quinton) That the Audit Committee of the Board return to the Regular Committee Meeting of Wednesday, June 21, 2017. *Carried.*

        The committee returned to the Regular Session at 3:56 p.m.

C.   **EDUCATION SESSION -** Nil

D.   **REGULAR SESSION**

    14.   New Business (Regular Session) - Nil

        Internal Audit

Encl.   a. Executive Summary – Amy Janssens

        Amy stated that the Executive Summary portion of the 2017-18 Internal Audit Plan from PWC will be revised based on decision made in closed session.

Encl.   b. 2016-17 Board Internal Review & Audit Progress – Catherine Day

        Catherine presented the 2016-17 Board Internal Review & Audit Progress. She outlined the types of internal reviews that will be completed this year and the purpose of the reviews. She reviewed the results from the 2016-17 enrolment/attendance audit and the review plan for 2017-18.

        Catherine and Amy answered questions from committee members.

        External Audit – Nil

        Other

Encl.   c. Proposed 2017-18 Audit Committee Meeting Schedule & Agenda Topics – Amy Janssens

        Amy provided the committee with a meeting schedule and agenda topics for next year's meetings. Committee members will review and inform Amy of any proposed changes.

It was suggested that we elect the chair in January instead of September, to remain consistent with Trustee appointments. The committee agreed with this change. Regulation will need to be reviewed to ensure we are able to do this, Amy to report back at next meeting on this item.

Motion O-034-2017: (Linda Ward and Marlene Kerwin) That the Audit Committee of the Board approve: *2017-18 Audit Committee Meeting Schedule & Agenda Topics, for 2017-18*. *Carried.*

    d. Consider and Plan for Succession of Audit Committee Members – Amy Janssens

Amy asked if discussion was required about a plan for succession for new members. Gord and Marlene agreed that this was not needed.

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
    - Tuesday September 26, 2017, 3:00 p.m. St. Clair Room Wallaceburg
    - 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**

18. Adjournment

    Motion O-035-2017: (Gord Quinton and Linda Ward) That the Audit Committee of the Board meeting of Wednesday, June 21, 2017 adjourn at 4:20 p.m. *Carried.*

19. Closing Prayer