



**Date:** Wednesday September 18, 2024 – 3:00 P.M.

**Via:** Teams Meeting

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## Attendance:

Audit Committee Members: John Van Heck  
Linda Ward

Community Members: Kelly Hill  
Charlotte Beer

Administration & Others: Scott Johnson  
Amy Janssens  
Marcie Myers  
Katelyn Campbell

Regrets: Charlotte Beer

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## A. Call to Order J. Van Heck

**Motion: 0-030-2024 (Kelly Hill and Linda Ward) That the Audit Committee of the Board move into the Regular Committee Meeting of Wednesday September 18, 2024 at 3:07pm. Carried.**

1. Opening Prayer
2. Land Acknowledgment
3. Recording of Attendance

Regrets: Charlotte Beer

4. Confirmation of Agenda



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**Motion: 0-031-2024 (Kinda Ward and Kelly Hill) That the Agenda for the Regular Committee Meeting of Wednesday September 18, 2024, be approved as presented. Carried.**

5. Declaration of Conflict of Interest – N/A
6. Confirmation of Minutes – Encl.

**Motion: 0-032-2024 (Kelly Hill and Linda Ward) That the Minutes for the Regular Committee Meeting of Wednesday June 12, 2024, be approved as presented. Carried.**

7. Review Ontario Regulation 361/10 – Encl. – Amy Janssens

Amy presented the Ontario Regulation 361/10, no changes from the previous school year. Shared for reference.

8. Election of Chair – Amy Janssens

John Van Heck nominated by Linda Ward, John accepted the nomination.

9. Appointment of Secretary for Private Meetings – Chair

Linda Ward accepted the position of secretary for private meetings.

10. Review Committee Membership – Encl. – Amy Janssens

Amy reviewed the regulations for Audit Committee members. Amy reviewed current terms for Audit Committee memberships and noted Charlotte's renewal for a new term. Offered thanks to our external members.

Amy answered questions regarding clarification around renewal of terms.

**Motion: 0-033-2024 (Linda Ward and Kelly Hill) That the Audit Committee of the Board receive the 2024-25 Audit Committee Membership report for information. Carried.**

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

Amy reviewed the regular and closed session agenda items and noted no changes from previous year. Offered the opportunity to discuss.

Amy answered questions from the group regarding direction for these items.

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**Motion: 0-034-2024 (Kelly Hill and Linda Ward) That the Audit Committee of the Board approve: Regular and Closed Session Agenda Items, for 2024-25. *Carried.***

## B. Closed Session

12. Resolve to Move into Closed Session at 3:21pm.

**Motion: 0-035-2024 (Linda Ward and Kelly Hill) That the Audit Committee of the Board move into the Closed Committee Meeting of Wednesday September 18, 2024. *Carried.***

18. Return to Regular Session at 4:15pm

**Motion: 0-041-2024 (Linda Ward and Kelly Hill) That the Audit Committee of the Board return to the Regular Committee Meeting of Wednesday September 18, 2024. *Carried.***

## C. Education Session

## D. Regular Session

19. New Business (Regular Session)

Internal Audit – N/A

External Audit – N/A

Other

- a) 2023-24 Annual Audit Committee Report – Encl. – Amy Janssens

Amy Janssens presented the work we have accomplished as an Audit Committee Sept 1, 2023 up to Aug 31, 2024, lists four Audit Committee members, declare conflicts of interest, election of a chair, appointment of a secretary for private meetings, review membership, follow the Ontario regulation 361/10. Amy reviewed the audits and reviews that took place with the committee for 2023-24. If approved, John Van Heck would sign, and it would be brought to the Board of Trustees in November. The Ministry report would be forwarded following this meeting to the Ministry.

**Motion: 0-042-2024 (Kelly Hill and Linda Ward) That the Audit Committee of the Board approve the Audit Committee Report for the year ended August 31, 2024 and Annual Report to the Board of Trustees and Forwarded to the Ministry of**



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**Education for the year ended August 31, 2024, reports to be presented to the Board of Trustees. *Carried.***

b) Sub-committee Update – Encl. Amy Janssens

Amy Janssens presented the Sub-Committee update to the Audit Committee, including Sub-Committee members, with details regarding our external Sub-Committee members.

Please let Katelyn know if you would like to attend or receive information regarding these meetings.

June 11, 2025 update presented to the Audit Committee from the Sub-Committee's work throughout the year.

**Motion: 0-043-2024 (Linda Ward and Kelly Hill) That the Audit Committee of the Board receive the *Information Security Sub-Committee Update* report for information. *Carried.***

20. Information Items (Regular Session) – N/A

## E. Future Meeting Dates

21. Future Committee Meeting Dates:

- Tuesday November 12, 2024
- Wednesday February 12, 2025
- Wednesday April 17, 2025
- Wednesday June 11, 2025

## F. Adjournment

22. Adjournment

**Motion: 0-044-2024 ( ) That the Audit Committee of the Board Meeting of Wednesday September 18, 2024, adjourn at 4:25pm. *Carried.***

23. Closing Prayer