

AUDIT COMMITTEE MEETING MINUTES



St. Clair Catholic
District School Board



Date: Wednesday September 22, 2021 – 3:00 P.M.

Via: Teams Meeting

Attendance:

Audit Committee Members: Carol Bryden
John Van Heck

Community Members: Gord Quinton
Marlene Kerwin

Administration & Others: Deb Crawford Scott Johnson
Amy Janssens
Catherine Day
Joanne Cincurak

Regrets: John Van Heck

A. Call to Order C. Bryden

Motion: 0-028-2021 (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board move into the Regular Committee Meeting of Wednesday September 22, 2021. *Carried*

1. Opening Prayer

2. Recording of Attendance

Regrets: John Van Heck

3. Confirmation of Agenda

Motion: 0-029-2021 (Marlene Kerwin and Gord Quinton) That the Agenda for the Regular Committee Meeting of Wednesday September 22, 2021, be approved as presented.

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4. Declaration of Conflict of Interest - None

5. Confirmation of Minutes – Encl.

Motion: 0-030-2021 (Gord Quinton and Marlene Kerwin) That the Minutes for the Regular Committee Meeting of Wednesday June 23, 2021, be approved as presented. *Carried.*

6. Review Ontario 361/10 and Election of Chair – Encl. – Carol Bryden

In accordance with the Ontario Regulation 361/10, s. 6 (1), Carol Bryden, opened the floor for nominations for the position of Chair of the Audit Committee for the 2021-2022 school year. Gord Quinton nominated, and Marlene Kerwin seconded the nomination of Carol Bryden. Carol accepted the position of Chair of the Audit Committee for the 2021-22 school year.

7. Appointment of Secretary for Private Meetings – Carol Bryden

Carol Bryden appointed John Van Heck as Secretary for Private Sessions for 2021-22 Audit Committee.

8. Review Committee Membership and Regulation – Amy Janssens

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

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

Amy presented the 2021-22 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: 0-031-2021 (Marlene Kerwin and Gord Quinton) That the Audit Committee of the Board approve: *Regular and Closed Session Agenda Items, for 2021-22. Carried.*

B. Closed Session

10. Resolve to Move into Closed Session at 3:15 p.m.

Motion: 0-032-2021 (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board move into the Closed Committee Meeting of Wednesday September 22, 2021. *Carried.*

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17. Return to Regular Session at 3.43 p.m.

Motion: 0-035-2021 (Marlene Kerwin and Gord Quinton) That the Audit Committee of the Board return to the Regular Committee Meeting of Wednesday September 22, 2021. *Carried.*

C. Education Session

D. Regular Session

18. New Business (Regular Session)

Internal Audit

External Audit

Other

a) 2020-21 Annual Audit Committee Report – Encl. – Amy Janssens

Amy reviewed the 2020-21 Annual Audit Committee Report for the year ended August 31, 2021 and the Annual Report to the Board of Trustees and Forwarded to the Ministry of Education for the year ended August 31/2021. The committee agreed with the information on the reports.

19. Other (Regular Session) - none

20. Information Items (Regular Session) - none

E. Future Meeting Dates

21. Future Committee Meeting Dates:

- Tuesday November 9, 2021
- Wednesday February 9, 2022
- Wednesday April 20, 2022
- Wednesday June 22, 2022

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F. Adjournment

22. Adjournment

Motion: 0-036-2021 (Marlene Kerwin and Gord Quinton) That the Audit Committee of the Board Meeting of Wednesday September 22, 2021, adjourn at 3:46 p.m. *Carried.*

19. Closing Prayer