



**Date:** Wednesday April 17, 2024, 3:00 P.M.

**Via:** St. Clair Room / 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                      Silvana Slavik  
Amy Janssens    Katelyn Campbell  
Marcie Myers

Regrets: Linda Ward

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## A. Call to Order – J. Van Heck

**Motion: 0-010-2024 (Kelly Hill and Charlotte Beer) That the Audit Committee of the Board move into the Regular Committee Meeting of Wednesday April 17, 2024 at 3:03pm. Carried.**

1. Opening Prayer
2. Recording of Attendance  
Regrets: Linda Ward
3. Confirmation of Agenda

**Motion: 0-011-2024 (Charlotte and Kelly) That the Agenda for the Regular Committee Meeting of Wednesday April 17, 2024, be approved as presented. Carried.**

4. Declaration of Conflict of Interest - None
  5. Confirmation of Minutes – Encl.
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**Motion: 0-012-2024 (Kelly Hill and Charlotte Beer) That the Minutes for the Regular Committee Meeting of Wednesday February 7, 2024, be approved as presented.**

*Carried.*

## B. Closed Session

6. Resolve to Move into Closed Session at 3:06pm

**Motion: 0-013-2024 (Kelly Hill and Charlotte Beer) That the Audit Committee of the Board move into the Closed Committee Meeting of Wednesday April 17, 2024. Carried.**

13. Return to Regular Session at 3:35pm

**Motion: 0-017-2024 (Kelly Hill and Charlotte Beer) That the Audit Committee of the Board return to the Regular Committee Meeting of Wednesday April 17, 2024. Carried.**

## C. Education Session – N/A

## D. Regular Session

14. New Business (Regular Session)

### Internal Audit

- a) 2023-24 RIAT Internal Audit Plan Executive Summary – Amy Janssens

The Audit Committee of the Board received and approved the 2024-25 RIAT Internal Audit Plan in closed session.

### External Audit

- a) 2023-24 Audit Services Plan Executive Summary – Marcie Myers

The 2023-24 Audit Service Plan was presented by Silvana Slavik from BDO to the Audit Committee of the Board in closed session.

15. Other (Regular Session)



- a) Annual Board Code of Conduct and Whistleblower Process Update – Encl. – Amy Janssens

Amy Janssens presented the Annual Board Code of Conduct and Whistleblower Process report as prepared by the James Duff, Executive Manager – Human Resources.

Scott Johnson provided additional comments regarding the recommendations.

Amy and Scott responded to questions.

The Audit Committee agreed to continue reviewing this process annually.

**Motion: 0-018-2024 (Charlotte Beer and Kelly Hill) That the Audit Committee of the Board receive the report, 2024-25 Code of Conduct and Whistleblower Process Update, as presented. Carried.**

- b) Information Security Sub-Committee – Encl. – Amy Janssens

Amy presented the Information Sub-Committee report. Amy reviewed the Terms of Reference for the Sub-Committee. The sub-committee is to be formed during the 2023-24 school year and work to commence during the 2024-25 school year.

John shared a recommendation for a committee member.

**Motion: 0-19-2024 (Charlotte Beer and Kelly Hill) That the Audit Committee of the Board approve the Information Security Sub-Committee Terms of Reference, as presented. Carried.**

16. Information Items (Regular Session) - None

## E. Future Meeting Dates

17. Future Committee Meeting Dates:

- Wednesday June 12, 2024

## F. Adjournment

18. Adjournment

**Motion: 0-020-2024 (Kelly Hill and Charlotte Hill) That the Audit Committee of the Board Meeting of Wednesday April 17, 2024, adjourn at 3:52pm. Carried.**

19. Closing Prayer