



**Date:** Wednesday June 15, 2022 – 3:00 P.M.

**Via:** Teams Meeting

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## Attendance:

Audit Committee Members: Carol Bryden  
John Van Heck

Community Members: Gord Quinton  
Charlotte Beer

Administration & Others: Scott Johnson Christopher O'Connor  
Amy Janssens  
Catherine Day  
Joanne Cincurak

Regrets: John Van Heck

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## A. Call to Order - C. Bryden at 3:00 p.m.

**Motion: 0-018-2022 (Gord Quinton and Charlotte Beer) That the Audit Committee of the Board move into the Regular Committee Meeting of Wednesday June 15, 2022.**  
*Carried.*

1. Opening Prayer

2. Recording of Attendance

Carol Bryden, Audit Committee Chair, introduced our new member, Charlotte Beer.

Regrets: John Van Heck

3. Confirmation of Agenda

**Motion: 0-019-2022 (Charlotte Beer and Gord Quinton) That the Agenda for the Regular Committee Meeting of Wednesday June 15, 2022, be approved as presented.**  
*Carried.*

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4. Declaration of Conflict of Interest - None
  5. Confirmation of Minutes – Encl.

The motion to approve the Minutes for the Regular Committee Meeting of Monday May 2, 2022, will be brought to the next meeting.

## B. Closed Session

6. Resolve to Move into Closed Session at 3:07 p.m.

**Motion: 0-021-2022 (Charlotte Beer and Gord Quinton) That the Audit Committee of the Board move into the Closed Committee Meeting of Wednesday June 15, 2022.**  
*Carried.*

13. Return to Regular Session at 3:30 p.m.

**Motion: 0-025-2022 (Gord Quinton and Charlotte Beer) That the Audit Committee of the Board return to the Regular Committee Meeting of Wednesday June 15, 2022.**  
*Carried.*

## C. Education Session

## D. Regular Session

14. New Business (Regular Session)

### Internal Audit

- a) Executive Summary 2022-23 Audit Planning Final Approval – Amy Janssens

Amy stated that Christopher O'Connor from PWC presented the 2022-23 Internal Audit Plan for final approval and the Audit Committee approved.

- b) 2022-23 Device Management Audit Update – Christopher O'Connor, PWC

Christopher stated that the work has been started on this audit and will be completed and will likely be presented at our September 2022 meeting.

- c) Internal Audit Request for Proposals Update (Encl.) – Amy Janssens



Amy presented the Internal Audit Request for Proposals Update. She explained that the previous contract for the Regional Internal Audit Services is set to expire as at August 31, 2022. While these services could have been renewed for an additional year, it was deemed prudent to undertake a Request for Proposal for these services to ensure the South Region has the best internal audit staff, quality of audit reports and value for money.

KPMG was compliant and was rewarded the contract for 2022-23 and 2023-24.

**Motion: 0-026-2022 (Charlotte Beer and Gord Quinton) That the Audit Committee of the Board approve: *Internal Audit Request for Proposals Update, as presented. Carried.***

External Audit – None

15. Other (Regular Session)

- a) Proposed 2022-2023 Audit Committee Meeting Schedule & Agenda Topics (Encl.) - Amy Janssens

Amy reviewed the Audit Committee Meeting Schedule and Agenda Topics for 2022-23. She stated that members can bring changes to the committee at any time.

**Motion: 0-027-2022 (Gord Quinton and Charlotte Beer) That the Audit Committee of the Board approve: *2022-23 Audit Committee Meeting Schedule & Agenda Topics, for 2022-23 as presented. Carried.***

- b) Consider and Plan for Succession of Audit Committee Members – Amy Janssens

Amy stated that one of our external member's re-appointment is up in March 2023. Amy confirmed our new member's term runs to May 2025.

- c) Budget Update (Encl.) – Amy Janssens

Amy stated that the Board of Trustees of the St. Clair Catholic District School Board has approved the Budget for 2022-2023.

Amy presented the *Budget Estimates for 2022-2023* including the consolidated statement of operations, summary of revenues, summary of expenses, Ministry compliance report, expenses by Ministry category instruction, transportation, pupil accommodation, administration and governance, special education, facility operations and summary of staffing.

16. Information Items (Regular Session)

- a) Cyber Incident Response Plan and the Role of the Audit Committee (Encl.) – Amy Janssens / Brenda Glassco



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Amy and Brenda presented the Cyber Security Incident Response Overview which is designed to help our incident management team respond quickly and uniformly against any external threat. Incident response provides this first line of defence against security incidents and helps establish a set of best practices to prevent breaches. Proper board preparedness and planning can be critical to insulating the board from liability.

We will commit to updating the audit committee on this important topic regularly.

Amy and Brenda answered questions from committee members.

## E. Future Meeting Dates

### 17. Future Committee Meeting Dates:

- Wednesday October 12, 2022
- Tuesday November 8, 2022
- Wednesday February 8, 2023
- Wednesday April 19, 2023
- Wednesday June 14, 2023

## F. Adjournment

18. Adjournment at 4:27 p.m. by the Chair.

19. Closing Prayer