



Date: Monday May 2, 2022 – 3:00 P.M.

Via: Teams Meeting

Attendance:

Audit Committee Members: Carol Bryden
John Van Heck

Community Members: Gord Quinton
Marlene Kerwin

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

Regrets:

Call to Order - C. Bryden

The meeting was called to order at 3:02 p.m.

Motion: 0-009-2022 (John Van Heck and Gord Quinton) That the Audit Committee of the Board move into the Regular Committee Meeting of Monday May 2, 2022. Carried.

1. Opening Prayer
2. Recording of Attendance

Regrets: None

Carol Bryden acknowledged that this is Marlene's last SCCDSB Audit Committee meeting after serving 6 years in this volunteer position. Her commitment has been outstanding and we truly appreciate her input and inquiries during the meetings. Carol thanked her for her six years of service.



3. Confirmation of Agenda

Motion: 0-010-2022 (Gord Quinton and Marlene Kerwin) That the Agenda for the Regular Committee Meeting of Monday May 2, 2022, be approved as presented. Carried.

4. Declaration of Conflict of Interest - None

5. Confirmation of Minutes – Encl.

Motion: 0-011-2022 (Marlene Kerwin and John Van Heck) That the Minutes for the Regular Committee Meeting of Wednesday February 9, 2022, be approved as presented. Carried.

B. Closed Session

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

Motion: 0-012-2022 (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board move into the Closed Committee Meeting of Monday May 2, 2022. Carried.

13. Return to Regular Session at 4:12 p.m.

Motion: 0-015-2022 (John Van Heck and Gord Quinton) That the Audit Committee of the Board return to the Regular Committee Meeting of Monday May 2, 2022. Carried.

C. Education Session

D. Regular Session

14. New Business (Regular Session)

Internal Audit

a) Internal Audit Executive Summary – Catherine Day

Christopher O'Connor from PWC presented the Internal Audit Planning Process for Validation 2022 draft document for discussion, update and validation.

External Audit



a) 2021-22 Audit Services Plan Executive Summary – Catherine Day

Silvana Slavik from BDO presented the Audit Plan and the Auditor Independence Letter in preparation for external audit of the Board's August 31, 2022, Financial Statements.

15. Other (Regular Session) – None

a) Policy and Procedure for Fraud Management (Encl)– Amy Janssens / Scott Johnson

Amy presented the *Report to the Audit Committee - Board Code of Conduct and Whistleblower Process Update*. This report outlined the process we have covered in previous meetings and an update from winter of 2022. The update states that management further explored whistleblower processes and related software. We explored a specific whistleblower software and the review concluded that the software's functionality and scope exceeded our needs based on the size of our school board. We will continue to explore this matter further and seek out effective solutions. Updates will continue to be provided to the Audit Committee.

Motion: 0-016-2022 (Marlene Kerwin and John VanHeck) That the Audit Committee of the St. Clair Catholic District School Board receive the report: *Board Code of Conduct and Whistleblower Process Update*, for information. Carried

16. Information Items (Regular Session) - None

E. Future Meeting Dates

17. Future Committee Meeting Dates:

- Wednesday June 15, 2022

Board management is selecting dates for 2022-23 and the committee was asked to decide if virtual meetings continue given the number of external parties that attend these meetings. It was decided that the first meeting of the year held in September will be in person, then the remainder of meetings will be held virtually.

F. Adjournment

18. Adjournment

Motion: 0-017-2022 (Gord Quinton and John Van Heck) That the Audit Committee of the Board Meeting of Monday May 2, 2022, adjourn at 4:25 p.m.

19. Closing Prayer