

AUDIT COMMITTEE MEETING MINUTES



Date: Wednesday June 23, 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 Christopher O’Connor
Amy Janssens Chris Preece
Catherine Day Lisa Demers
Joanne Cincurak

Regrets: Marlene Kerwin

A. Call to Order - C. Bryden called the meeting to order at 3:02 p.m.

Motion: 0-018-2021 (John Van Heck and Gord Quinton) That the Audit Committee of the Board move into the Regular Committee Meeting of Wednesday June 23, 2021. *Carried.*

1. Opening Prayer

2. Recording of Attendance

Regrets: Marlene Kerwin

3. Confirmation of Agenda

Motion: 0-019-2021 (Gord Quinton and John Van Heck) That the Agenda for the Regular Committee Meeting of Wednesday June 23, 2021 be approved as presented. *Carried.*

4. Declaration of Conflict of Interest - None

5. Confirmation of Minutes (Encl.)



Motion: 0-020-2021 (John Van Heck and Gord Quinton) That the Minutes for the Regular Committee Meeting of Wednesday April 28, 2021 be approved as presented. *Carried*

B. Closed Session

6. Resolve to Move into Closed Session at 3:04 p.m.

Motion: 0-021-2021 (Gord Quinton and John Van Heck) That the Audit Committee of the Board move into the Closed Committee Meeting of Wednesday June 23, 2021. *Carried*

13. Return to Regular Session at 3:56 p.m.

Motion: 0-025-2021 (Gord Quinton and John Van Heck) That the Audit Committee of the Board return to the Regular Committee Meeting of Wednesday June 23, 2021. *Carried.*

C. Education Session

D. Regular Session

14. New Business (Regular Session)

Internal Audit

- a) 2021-22 Student Mental Health Internal Audit Executive Summary – Catherine Day

Catherine noted that PWC attended and presented the Student Mental Health Internal Audit and that it was received by the Audit Committee.

External Audit

15. Other (Regular Session) -

- a) Proposed 2021-2022 Audit Committee Meeting Schedule & Agenda Topics (Encl.) - Amy Janssens

Amy presented the 2021-22 Audit Committee Meeting Schedule and Agenda Topics. If adjustments need to be made to the schedule, the committee will convene in August to discuss.



Motion: 0-026-2021 (John Van Heck and Gord Quinton) That the Audit Committee of the Board approve: 2021-22 Audit Committee Meeting Schedule & Agenda Topics, as presented. Carried.

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

Amy stated that one of our external member's appointment is up in June 2022. Amy confirmed she would discuss re-appoint with Marlene and ensure the Audit Committee follows regulation. Gord confirmed his commitment to the Audit Committee for 2021-2022.

c) Budget Update – Amy Janssens

Amy stated that the Board of Trustees of the St. Clair Catholic District School Board has approved the Budget for 2021-2022.

Amy presented the *Budget Estimates for 2021-2022* 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.

Amy answered questions from committee members.

16. Information Items (Regular Session) - None

E. Future Meeting Dates

17. Future Committee Meeting Dates:

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

F. Adjournment

18. Adjournment

Motion: 0-027-2021 (John Van Heck and Gord Quinton) That the Audit Committee of the Board meeting of Wednesday, June 23, 2021 adjourn at 4:13 p.m. Carried.

19. Closing Prayer