



**MINUTES**  
**AUDIT COMMITTEE MEETING**  
**Public Session**  
**Wednesday August 26, 2020**  
**Teams Virtual Meeting**  
**Regular Committee Meeting – 2:00 p.m.**

Audit Committee Members: Carol Bryden  
John Van Heck

Community Members Gord Quinton  
Marlene Kerwin

Administration and Others Deb Crawford Christopher O'Connor  
Amy Janssens  
Catherine Day  
Joanne Cincurak

Regrets: John Van Heck

**A. CALL TO ORDER – C. Bryden**

**Motion: 0-010-2020 (Marlene Kerwin and Gord Quinton) That the Audit Committee of the Board move into the Regular Committee Meeting of Wednesday August 26, 2020. Carried.**

1. Opening Prayer
2. Recording of Attendance

Regrets – John Van Heck

3. Confirmation of Agenda

**Motion: 0-011-2020 (Gord Quinton and Marlene Kerwin) That the Agenda for the Regular Committee Meeting of Wednesday August 26, 2020 be approved as presented. Carried.**

4. Declaration of Conflict of Interest - None

Encl. 5. Confirmation of Minutes

**Motion: 0-012-2020 (Gord Quinton and Marlene Kerwin) That the Minutes for the Regular Committee Meeting of Wednesday May 13, 2020 be approved as presented. Carried.**

**B. CLOSED SESSION**

6. Resolve to Move into Closed Session at 3:39 p.m.

**Motion: 0-013-2020 (Marlene Kerwin and Gord Quinton) That the Audit Committee of the Board move into the Closed Committee Meeting of Wednesday August 26, 2020. Carried.**

13. Return to Regular Session

**Motion: 0-017-2020 (Marlene Kerwin and Gord Quinton) That the Audit Committee of the Board return to the Regular Committee Meeting of Wednesday, August 26, 2020. Carried.**

The committee returned to the regular session at 4:01 p.m.

**C. EDUCATION SESSION**

**D. REGULAR SESSION**

14. New Business (Regular Session)

**Internal Audit**

a. 2019-20 Board Internal Review & Audit Progress – Amy Janssens

Due to the COVID-19 pandemic, our schools were closed on March 13, 2020. The review of school finances and enrolment procedures that were scheduled after March break were not completed. Reviews for 2020-2021 have not yet been scheduled.

b. 2020 Internal Audit Service Plan Executive Summary – Amy Janssens

Amy confirmed that PWC presented the internal audit services plan which was approved by the audit committee in closed session.

**External Audit** – N/A

**Other**

Encl. a. Proposed 2020-2021 Audit Committee Meeting Schedule & Agenda Topics – Amy Janssens

Amy presented the 2020-2021 Audit Committee Meeting Schedule & Agenda Topics. She discussed the general responsibilities of the committee, internal controls, internal and external auditor relationships, compliance, and risk management for the 2020-2021 year.

Amy answered questions from committee members.

**Motion: 0-018-2020 (Gord Marlene) That the Audit Committee of the Board approve: 2020-21 Audit Committee Meeting Schedule & Agenda Topics, for 2020-21. Carried.**

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

Amy reviewed the terms for the trustees and members of the committee. Based on dates we have for all members we believe we have a commitment for 2020-21 year. External audit committee members Gord Quinton and Marlene Kerwin confirmed that they are committed for the next 3-year term. Chair Bryden thanked our external members for their commitment.

- c. Budget Update – Amy Janssens

Amy presented the COVID-19 Budget and Staffing Strategies Report, and confirmed the same report was provided to the Board of Trustees the evening before. She described the Board's contingency provisions, available unappropriated surplus, enrolment projections, COVID-19 funding and costs. Costs discussed included: remote learning, mental health, personal protective equipment, enhanced cleaning supplies, technology, student supervision, staff absence replacement costs, and class size adjustments. Amy confirmed that the audit committee will see substantial differences between the Board's approved budget estimates versus the revised forecast during the year as COVID-19 costs continue to be confirmed and tracked.

Discussion followed, and Amy answered questions from committee members.

15. Other (Regular Session) – None  
16. Information Items (Regular Session) – None

**E. FUTURE MEETING DATES**

17. Future Committee Meeting Dates:
- Wednesday September 23, 2020
  - Tuesday November 10, 2020
  - Wednesday January 27, 2021
  - Wednesday April 14, 2021
  - Wednesday June 23, 2020

F.

**ADJOURNMENT**

18. Adjournment

**Motion: 0-019-2020 (Marlene Kerwin and Gord Quinton) That the Audit Committee of the Board meeting of Wednesday August 26, 2020 adjourn at 4:48 p.m. Carried.**

19. Closing Prayer