



**Date:** Wednesday June 14, 2022 – 3:00 P.M.

**Via:** St. Patrick's / 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                      Suk Bedi  
Amy Janssens    Brad Sisson  
Catherine Day  
Marcie Myers  
Joanne Cincurak

Regrets: Linda Ward

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## A. Call to Order – J. Van Heck at 3:01 p.m.

**Motion: 0-017-2023 (Charlotte Beer and Kelly Hill) That the Audit Committee of the Board move into the Regular Committee Meeting of Wednesday June 14, 2023. Carried.**

### 1. Opening Prayer

Welcome to Kelly Hill, our new Audit Committee member.

### 2. Recording of Attendance

Regrets: Linda Ward

### 3. Confirmation of Agenda

**Motion: 0-018-2023 (Kelly Hill and Charlotte Beer) That the Agenda for the Regular Committee Meeting of Wednesday June 14, 2023, be approved as presented. Carried.**



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4. Declaration of Conflict of Interest - None

5. Confirmation of Minutes – Encl.

**Motion: 0-019-2023 (Charlotte Beer and John Van Heck) That the Minutes for the Regular Committee Meeting of Wednesday April 19, 2023, be approved as presented.**  
*Carried.*

## B. Closed Session

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

**Motion: 0-020-2023 (Charlotte Beer and Kelly Hill) That the Audit Committee of the Board move into the Closed Committee Meeting of Wednesday June 14, 2023.** *Carried.*

13. Return to Regular Session at 3:59 p.m.

**Motion: 0-024-2023 (Kelly Hill and Charlotte Beer) That the Audit Committee of the Board return to the Regular Committee Meeting of Wednesday June 14, 2023.** *Carried.*

## C. Education Session

## D. Regular Session

14. New Business (Regular Session)

External Audit - None

Internal Audit

a) 2023-24 Audit Planning Final Approval Executive Summary – Catherine Day

Suk Bedi of KPMG presented the final 2023-24 Internal Audit Planning document for approval. The report summarizes the process and provides a proposed Internal Audit Plan for St. Clair based on identified risks.

15. Other (Regular Session) – None

a) Draft Information Security Sub-Committee Terms of Reference Update – Catherine Day



A Cyber Security Sub-Committee is being established and will provide a term of reference at an upcoming meeting.

- b) Proposed 2023-24 Audit Committee Meeting Schedule & Agenda Topics (Encl.) - Amy Janssens

Amy reviewed the Audit Committee Meeting Schedule and Agenda Topics for 2023-24. She stated that members can bring changes to the committee at any time.

**Motion: 0-025-2023 (Charlotte Beer and Kelly Hill) That the Audit Committee of the Board approve: 2023-24 Audit Committee Meeting Schedule & Agenda Topics, for 2023-24 as presented. Carried.**

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

Amy stated that membership is confirmed for the next school year.

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

Amy discussed the Budget Update which consisted of the consolidated statement of operations, summary of revenues and expenses, and Ministry Compliance reporting.

16. Information Items (Regular Session) - None

## E. Future Meeting Dates

17. Future Committee Meeting Dates:

- Wednesday, September 13, 2023
- Tuesday, November 14, 2023
- Wednesday, February 7, 2024
- Wednesday, April 17, 2024
- Wednesday, June 12, 2024

## F. Adjournment

18. Adjournment

**Motion: 0-026-2023 (Kelly Hill and Charlotte Beer) That the Audit Committee of the Board Meeting of Wednesday June 14, 2023, adjourn at 4:15 p.m.**

19. Closing Prayer