

**AUDIT COMMITTEE  
MINUTES - PUBLIC SESSION  
Wednesday, June 19, 2019 at 6:00 p.m.  
Windsor Essex Catholic Education Centre  
Video Conference Room**

**PRESENT:**

**Audit Committee Members:**

Vanessa DaDalt (Community member - Committee Chair)    Tony Polifroni (Board member)  
Randy Laforest (Community member)    Fulvio Valentinis (Board member)

**Administrative Resource Personnel:**

Penny King, Executive Superintendent of Business  
Grace Flood, Manager of Accounting & Capital  
Susan Swiatoschik, Senior Manager of Finance

**Representatives of Regional Internal Audit Team:**

Suk Bedi, PwC Director, Risk Assessment Services (*Participated via teleconference*)

**Regrets:** Mary DiMenna (Board member)

Recording Secretary: D. Steffens

1. Call to Order and Opening Prayer - Chair DaDalt called the meeting to order at 6:04 p.m.
2. Recording of Attendance - Introductions and welcoming remarks were made to new committee member Trustee T. Polifroni. Trustee DiMenna did not attend meeting due to a scheduling conflict.
3. Approval of Agenda

Moved by: F. Valentinis    Seconded by: R. Laforest

**THAT the June 19, 2019 Audit Committee meeting agenda be approved as presented. Carried.**

4. Disclosure of Interest Pursuant to the Municipal Conflict of Interest Act
  - a) Trustee Disclosure of Interest – New Procedures

*A copy of Board Memorandum 2018-19 #62 Trustee Disclosure of Interest - Amendments to the Municipal Conflict of Interest Act, dated February 28, 2019, was provided as a matter of information.*

- b) Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act – None.

5. Resolve into Closed Session

Moved by: T. Polifroni    Seconded by: F. Valentinis

**THAT the Audit Committee meeting of June 19, 2019 resolve into Closed Session at 6:09 p.m., pursuant to the Education Act – Section 207 to consider security of the property of the board matters; contractual; and, specific matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Carried.**

6. Closed Session Items

- a) Approval of Minutes – November 19, 2018 Closed Session
- b) Internal Audit Oversight Function
  - i. Verbal Report - Internal Audit: Attendance Cost / Performance Management
  - ii. Verbal Report - Internal Audit: French Immersion Programming
  - iii. Internal Audit Planning – Annual Recommendation to the Board of Trustees
- c) External Audit Oversight Function
  - i. Annual Evaluation of External Audit
  - ii. Recommendation to the Board of Trustees for the Provision of External Audit Services for the 2019-20 Fiscal Year Cycle
- d) Other Business / Questions of a Closed Session Nature

7. Rise and Report into Open Session

Moved by: T. Polifroni                      Seconded by: R. Laforest  
**THAT the Audit Committee meeting of June 19, 2019 resolve into Open Session at 6:24 p.m.**  
*Carried.*

*Action items from the June 19, 2019 Audit Committee Closed Session*

Moved by: R. Laforest                      Seconded by: F. Valentinis  
**THAT the Audit Committee approve the recommendation to the Board of Trustees regarding a matter exempt from access under Security of the Board, item 6b(iii) Internal Audit Planning – Annual Recommendation to the Board of Trustees.** *Carried.*

Moved by: R. Laforest                      Seconded by: F. Valentinis  
**THAT the Audit Committee approve the recommendation regarding a matter exempt from access under Protected Information matters, item 6c(i) Annual Evaluation of External Audit.** *Carried.*

Moved by: R. Laforest                      Seconded by: T. Polifroni  
**THAT the Audit Committee approve the recommendation to the Board of Trustees regarding a matter exempt from access under Contractual matters, item 6c(ii) Recommendation to the Board of Trustees for the Provision of External Audit Services for the 2019-20 Fiscal Year Cycle.** *Carried.*

8. Open Session Items

- a) Approval of Minutes – November 19, 2018 Public Session

Moved by: R. Laforest                      Seconded by: F. Valentinis  
**THAT the Minutes of the November 19, 2018 Audit Committee Public Session Meeting be approved as distributed.** *Carried.*

- b) 2019-20 Meeting Schedule and Work Plan

Meeting dates are as follows:

- Wednesday, September 25, 2019 at 6:00 p.m.
- Monday, November 18, 2019 at 6:00 p.m.
- Wednesday, April 15, 2020 at 6:00 p.m. *(if required)*
- Wednesday, June 17, 2020 at 6:00 p.m.

9. Other Business / Questions - None.
10. Next Meeting Date(s)
  - Wednesday, September 25, 2019 at 6:00 p.m.
  - Monday, November 18, 2019 at 6:00 p.m.
  - Wednesday, April 15, 2020 at 6:00 p.m. (if required)
  - Wednesday, June 17, 2020 at 6:00 p.m.
11. Closing Prayer and Adjournment - The meeting adjourned at 6:35 p.m. at the call of the Chair.



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**Vanessa DaDalt**  
*Audit Committee Chairperson*