



WINDSOR-ESSEX CATHOLIC
DISTRICT SCHOOL BOARD

1325 California Avenue
Windsor, ON N9B 3Y6
BOARD CHAIRPERSON: Fulvio Valentinis
DIRECTOR OF EDUCATION: Emelda Byrne

AUDIT COMMITTEE MINUTES - PUBLIC SESSION

Wednesday, September 22, 2021 at 6:00 p.m.
Google Meet Virtual Meeting

PRESENT:

Audit Committee Members:

Peter Wasylyk (Community member - Chair) Tony Polifroni (Board member)
Vanessa DaDalt (Community member) - joined at 6:36 p.m. Fulvio Valentinis (Board member)
Mary DiMenna (Board member)

Administrative Resource Personnel:

Penny King, Executive Superintendent of Business
Susan Swiatoschik, Senior Manager of Finance
Dave Lennie, Manager of Finance (A)
Rosemary Lo Faso, Superintendent of Education, Student Achievement K-12 (left at 6:37 p.m.)
Lee Ann Poisson, Principal of Safe Schools (left at 6:37 p.m.)

Representative of Internal Audit Firm:

Christopher O'Connor, PricewaterhouseCoopers LLP (PwC) Partner, Site Leader - Risk Assurance Services,
Southwestern Ontario (left at 6:40 p.m.)
Huzaifa Saifee, PricewaterhouseCoopers LLP (PwC) Manager, Risk Assessment Services (left at 6:40 p.m.)

Representative of External Audit Firm:

Ferruccio Da Sacco, CPA, CA, LPA, BDO Canada LLP, Partner (left at 7:01 p.m.)

Recorder: E. Grubestic

1. Call to Order and Opening Prayer - Presiding Officer P. King called the meeting to order at 6:13 p.m. and opened the meeting with prayer.
2. Recording of Attendance - All Committee members were present with the exception of V. DaDalt who joined the meeting at 6:36 p.m. PwC Representatives Christopher O'Connor and Huzaifa Saifee were present to speak to the Internal Audit agenda items. Rosemary Lo Faso and Lee Ann Poisson were present as administration resources to the 2020-21 Internal Audit Report - Student Safety Program Assessment. BDO Canada LLP representative Ferruccio Da Sacco was present to speak to an External Audit agenda item.
3. Election of the 2021-22 Chair

Moved by: M. DiMenna

Seconded by: T. Polifroni

THAT Peter Wasylyk be nominated as Chair for the 2021-22 fiscal year term. Carried.

Following three calls for nominations, it was:

Moved by: M. DiMenna

Seconded by: T. Polifroni

THAT nominations for the position of Chair for the 2021-22 fiscal year term be closed. Carried.

Moved by: M. DiMenna

Seconded by: F. Valentinis

THAT Peter Wasylyk be acclaimed as the Audit Committee Chair for the 2021-22 fiscal year term.

Carried.

At this point, P. Wasylyk assumed the Chair and proceeded with the business of the agenda.

4. Approval of Agenda

Moved by: F. Valentinis

Seconded by: T. Polifroni

THAT the September 22, 2021 Audit Committee meeting agenda be approved as presented.

Carried.

5. Disclosure of Interest Pursuant to the *Municipal Conflict of Interest Act* - None.

6. Annual Written Disclosure of Interest Pursuant to *Ontario Regulation 361/10 Audit Committees*

Committee members were reminded to provide their Annual Written Disclosure of Conflict to administration via email by September 30, 2021.

7. Resolve into Closed Session

Moved by: M. DiMenna

Seconded by: T. Polifroni

THAT the Audit Committee meeting of September 22, 2021 resolve into Closed Session at 6:22 p.m., pursuant to the Education Act – Section 207 to consider security of the property of the board matters, and specific matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. *Carried.*

8. Closed Session

9. Rise and Report into Open Session

Moved by: V. DaDalt

Seconded by: T. Polifroni

THAT the Audit Committee meeting of September 22, 2021 reconvene into Open Session at 7:03 p.m. *Carried.*

Moved by: V. DaDalt

Seconded by: T. Polifroni

THAT the Minutes of the June 16, 2021 Audit Committee Public Session Meeting be approved. *Carried.*

Moved by: M. DiMenna

Seconded by: F. Valentinis

THAT the Audit Committee approve the recommendation regarding a matter exempt from access under Security of the Board, item 8b(i). *Carried.*

Moved by: V. DaDalt

Seconded by: F. Valentinis

THAT the Audit Committee approve the recommendation regarding a matter exempt from access under Protected Information matters, item 8b(ii). *Carried.*

Moved by: M. DiMenna

Seconded by: T. Polifroni

THAT the Audit Committee approve the recommendation to the Board of Trustees regarding a matter exempt from access under Security of the Board, item 8c(i). *Carried.*

Moved by: V. DaDalt

Seconded by: M. DiMenna

THAT the Audit Committee approve the recommendation regarding a matter exempt from access under Security of the Board, item 8d(i). *Carried.*

10. Open Session Items

a) Approval of Minutes - June 16, 2021 Public Session

Moved by: V. DaDalt

Seconded by: T. Polifroni

THAT the Minutes of the June 16, 2021 Audit Committee Public Session Meeting be approved as distributed. Carried.

b) Audit Committee's 2020-21 Annual Report to the Ministry of Education

Moved by: F. Valentinis

Seconded by: V. DaDalt

THAT the Audit Committee's Annual Report to the Board of Trustees and Ministry of Education for the 2020-21 Fiscal Year be approved. Carried.

c) 2020-21 Self-Assessment of the Audit Committee Performance (Assign process)

P. Wasylyk agreed to coordinate the self-assessment process among the committee members, and return a consolidated assessment form to D. Lennie for review and discussion at the November 15, 2021 meeting.

11. Other Open Session Business / Questions – None.

12. Next Meeting Dates / Review of 2021-22 Work Plan

- Monday, November 15, 2021 at 6:00 p.m.
- Wednesday, April 13, 2022 at 6:00 p.m. (*Tentative, only if required*)
- Wednesday, June 15, 2022 at 6:00 p.m.

13. Closing Prayer and Adjournment - The meeting adjourned at 7:11 p.m. at the call of the Chair.



Peter Wasylyk

Audit Committee Chairperson