

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

AUDIT COMMITTEE MINUTES - PUBLIC SESSION

Wednesday, September 21, 2022 at 6:00 p.m. Windsor Essex Catholic Education Centre Video Conferencing Room

PRESENT:

Audit Committee Members:

Peter Wasylyk (Community member - Chair) Vanessa DaDalt (Community member) Mary DiMenna (Board member) Tony Polifroni (Board member) Fulvio Valentinis (Board member)

Administrative Resource Personnel:

Penny King, Executive Superintendent of Business Susan Swiatoschik, Senior Manager of Finance Dave Lennie, Manager of Finance (Acting)

Representative of External Audit Firm:

Silvana Slavik, CPA, CA, LPA, BDO Canada LLP, Partner (left meeting at 6:23 p.m.)

Recorder: E. Grubesic

- 1. Call to Order and Opening Prayer Presiding Officer P. King called the meeting to order at 6:01 p.m. and opened the meeting with prayer.
- 2. Recording of Attendance All Committee members were present. BDO Canada LLP representative Silvana Slavik was present to speak to an External Audit agenda item.
- 3. Election of the 2022-23 Chair

Moved by: V. DaDalt Seconded by: M. DiMenna

THAT Peter Wasylyk be nominated as Chair for the 2022-23 fiscal year term. Carried.

Following three calls for nominations, it was:

Moved by: M. DiMenna Seconded by: V. DaDalt

THAT nominations for the position of Chair for the 2022-23 fiscal year term be closed. Carried.

Moved by: V. DaDalt Seconded by: T. Polifroni

THAT Peter Wasylyk be acclaimed as the Audit Committee Chair for the 2022-23 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: V. DaDalt Seconded by: M. DiMenna

THAT the September 21, 2022 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* Written Declarations of Conflicts were submitted by all committee members.
- 7. Resolve into Closed Session

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

THAT the Audit Committee meeting of September 21, 2022 resolve into Closed Session at 6:05 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: T. Polifroni Seconded by: V. DaDalt

THAT the Audit Committee meeting of September 21, 2022 reconvene into Open Session at 6:25 p.m. *Carried.*

Moved by: M. DiMenna Seconded by: V. DaDalt

THAT the Minutes of the June 15, 2022 Audit Committee Closed Session Meeting be approved.

Carried.

Moved by: V. DaDalt Seconded by: M. DiMenna

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

Moved by: M. DiMenna Seconded by: V. DaDalt

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: M. DiMenna Seconded by: V. DaDalt

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 15, 2022 Public Session

Moved by: V. DaDalt Seconded by: M. DiMenna

THAT the Minutes of the June 15, 2022 Audit Committee Public Session Meeting be approved as distributed. *Carried*.

b) Audit Committee's 2021-22 Annual Report to the Ministry of Education

Moved by: V. DaDalt Seconded by: F. Valentinis

THAT the Audit Committee's Annual Report to the Board of Trustees and Ministry of Education for the 2021-22 Fiscal Year be approved. *Carried.*

c) 2021-22 Self-Assessment of the Audit Committee Performance (Assign process)

V. DaDalt 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 10 or 14, 2022 meeting.

- 11. Other Open Session Business / Questions None.
- 12. Next Meeting Dates / Review of 2022-23 Work Plan
 - Thursday, November 10, 2022 or Monday, November 14, 2022 at 6:00 p.m.
 - Wednesday, April 12, 2023 at 6:00 p.m. (Tentative, only if required)
 - Wednesday, June 14, 2023 at 6:00 p.m.
- 13. Closing Prayer and Adjournment The meeting adjourned at 6:30 p.m. at the call of the Chair.

Peter Wasylyk

Audit Committee Chairperson