

Erika Lougheed, Chair

Craig Myles, Director of Education

Audit Committee

Monday, March 27, 2023, 3:00PM
Zoom Meeting

Committee Members Present

Shall Hall, Committee Chair
Howard Wesley, Trustee
Chantal Phillips, Trustee
Judy Kleinhuis, External Member

Staff Present

Seija Van Haesendonck, Superintendent of Business
Wende Proulx, Manager Finance
Saxon Yanta, Acting Executive Assistant

Absent

Melissa Dodge, Regional Internal Audit Team Manager

1. Call to Order

The meeting was called to order at 3:00PM. Following the roll call, it was noted that the meeting had quorum.

2. Declaration of Conflict of Interest

The floor was opened for declarations of conflict of interest with none rose.

3. Approval of Agenda

Moved by External Member Kleinhuis, and seconded by Trustee Phillips, that the agenda for the March 27, 2023, Audit Committee be approved as presented. – CARRIED.

4. Approval of Minutes from Previous Meeting

Moved by Trustee Wesley and seconded by External Member Kleinhuis that the minutes of the Audit Committee meeting held on November 30, 2022, be approved. - CARRIED

5. Business Arising

Audit Committee Member Training – Training Modules

Committee Chair Hall reminded committee members about audit committee training sessions that are available as recordings. There are 4 sessions total and the link to each

session is included in the committee package. Committee Chair Hall noted that he found the first session very helpful and would encourage committee members to watch the videos if they have time.

6. New Business

6.1. Audit Committee External Member Recruitment

Committee Chair Hall updated the committee regarding the audit committee external member resignation. A letter of thanks was sent to Mr. Marc Morin thanking him for his service on the committee.

SBO Van Haesendonck was invited to speak regarding the Audit Committee External Member Recruitment. As set out in the regulations, two external members are required on the Audit Committee. The regulations also set out a fulsome recruitment process. The posting was sent to numerous organizations who may have staff with interest in this volunteer position that also have the required skillset. The position posting was included in the committee package for member review. Committee members aware of anyone that might be a good fit for the position were encouraged to share the posting with them, noting that there are specific qualifications that must be met in order to serve in this capacity.

The posting closes April 4th and if at the end of this week if there are no qualified applicants, Acting Executive Assistant Yanta will reach out directly to some audit firms to see if they have anyone that might be interested in this role.

6.2. Assessment of External Auditor Performance

Committee Chair Hall spoke to this item. He was unsure if other committee members had completed this assessment. He provided feedback on the assessment, and the challenges with completing the assessment a couple of months following the External Auditor's presentation of the financial statement.

SBO Van Haesendonck was invited to speak regarding this item. She thanked Committee Chair Hall for his comments and recognized the challenges with responding to this assessment so long after the auditor meetings occurred. On a go-forward basis, the assessment tools will be distributed immediately following the relevant meeting and committee members will continue to have an opportunity to review the assessment and ask questions at the meeting prior to completing it individually.

SBO Van Haesendonck clarified that these assessment tools are used to address a legislated requirement. If any members have the opportunity, it would be appreciated if they could attempt to complete the External Auditor Performance assessment to the best of their ability. The responses will then be collated and presented at the June Audit Committee Meeting. If no additional responses are received, the meeting minutes will serve as documentation that the Committee attempted to complete an evaluation, and discussed the reasons why it was not possible during the current year.

Trustee Wesley noted that he was unable to complete the assessment as the link had passed the closing date. Acting Executive Assistant Yanta will reopen the form and send the link to all committee members. It was noted that a closing date will no longer be

included with the surveys; rather, reminders will be sent to committee members to complete the assessment tool prior to the upcoming meeting.

Action: Acting Executive Assistant Yanta to redistribute link to the External Auditor Performance assessment tool, with the closing date removed.

6.3. Audit Committee Member Self-Assessment

SBO Van Haesendonck was invited to speak regarding the Audit Committee Member Self-Assessment. As noted above, NNDSB is required to complete these assessments to meet legislative requirements. A copy of the self-assessment tool was included in the committee package. The questions included in these assessments are the recommended survey questions developed by the Ministry. Following the meeting, Acting Executive Assistant Yanta will distribute the link which will not have a closing date. The results of this assessment will be collated and shared at the next meeting. As the next meeting date approaches, reminders will be sent to committee members to complete the assessment tool if all the responses have not yet been received.

Committee Chair Hall asked if it would be appropriate for members to direct any questions they have about this process to him, and he would forward them to SBO Van Haesendonck. SBO Van Haesendonck confirmed that this would be appropriate.

Action: Acting Executive Assistant Yanta to distribute link to all Audit Committee Members to complete the Audit Committee Self-Assessment.

7. Next Meeting Date

The next meeting will be called on Tuesday, June 20, 2023, at 3:00PM via Zoom.

8. Adjournment

With no further business to note, Committee Chair Hall tabled the following motion:

Moved by Trustee Wesley and seconded by Trustee Phillips that the Audit Committee meeting adjourn at 3:14PM. -CARRIED.

Minutes: SH/SVH/sy.