

Erika Lougheed, Chair

Craig Myles, Director of Education

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**Audit Committee**

Monday, March 19, 2024, 3:00PM  
Zoom Meeting

Committee Members Present

Shane Hall, Committee Chair  
Theresa Graham, External Member  
Judy Kleinhuis, External Member  
Chantal Phillips, Trustee  
Howard Wesley, Trustee

Staff Present

Seija Van Haesendonck, Superintendent of Business  
Lesley Marshall, Acting Executive Assistant

Absent, With Regrets

Craig Myles, Director of Education  
Wende Proulx, Manager of Finance

External Participants

Climentina Dimitrova, MNP  
Cliff Trollope, MNP  
Eric St. Denis, Regional Internal Audit Team

**1. Call to Order**

Chair Hall called the meeting to order at 3:00 PM.

**2. Declaration of Conflict of Interest**

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

**3. Approval of Agenda**

*Moved by Judy Kleinhuis and seconded by Trustee Wesley, that the agenda for the March 19, 2024, Audit Committee be approved as presented. – CARRIED.*

**4. Approval of Minutes from Previous Meeting**

*Moved by Trustee Wesley and seconded by Judy Kleinhuis that the minutes of the Audit Committee meeting held on November 27, 2023, be approved. - CARRIED*

## 5. New Business

### 5.1 Presentation- Climentina Dimitrova, MNP - Business Continuity Sustainment Program

MNP was engaged in September 2023 to implement business continuity plans for the NNDSB. The project was supported by the Northeastern Ontario Regional Internal Audit Team, and endeavored to provide clear information and processes about how business continues in the event of a disruption while building resiliency in its key corporate services. Through concerted effort and engagement from ~~with~~ the project team and leaders across the organization, NNDSB now has Business Continuity plans in place that includes:

- Business Impact Analysis (BIA)
- Business Continuity Plans (BCPs) for Finance, Capital Planning, Facilities and Human Resources departments
- IT Disaster Recovery Plan
- Sustainment Program to help ensure plans are updated and the program continuously improves

This project is of significant benefit to the Board as having these items documented is key for compliance, identifying integration opportunities, and awareness. Documented Business Continuity Plans outline the structure and process that key corporate departments will use to respond to an incident or disruption. This includes consolidated information on key IT applications and required timeframes for recovery. Additionally, providing increased knowledge and understanding of key workarounds in place to help support continuous service delivery (potentially at a reduced level

Chair Hall – opened floor for Questions.

Superintendent Van Haesendonck noted it was important this item was brought to the Audit Committee to identify how the construction of these plans with significant input from staff addressed areas of importance identified in past years' audit reports, multi-year plans, or within operational departments. Melissa at RIAT brought the option forward of working with a third party, as other boards were taking advantage of this option. Having these guiding documents completed is vital to the departments moving forward.

Chair Hall thanked MNP representatives for both their informative presentation, as well as their work on this endeavour, and additionally thanked Superintendent Van Haesendonck and staff for their time completing this project.

*MNP participants exited meeting.*

### 5.2 Assessment of External Auditor Performance

Superintendent Van Haesendonck explained that as best practice the audit committee completes several assessments throughout the year. The External Auditor Performance Assessment was circulated for review in the Fall at the audit committee meeting, and members completed the assessment via Microsoft forms. The summary of results was provided to members in this agenda package.

### 5.3 Audit Committee Member Self-Assessment

Similarly, the Audit Committee Self Assessment questions are provided here, and the Microsoft form will be circulated by email to members at the conclusion of this meeting. Results of the Audit Committee Self Assessment will be available to members in June. This process allows members to ask questions in advance of completing the questionnaire, and these assessments assist in identifying additional services, as well as the potential for making changes moving forward.

Chair Hall opened the floor to questions, and seeing none concluded the item.

6. Next meeting Tuesday June 18<sup>th</sup> at 3:00 pm via Zoom.

**7. Adjournment**

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

*Moved by Trustee Wesley and seconded by Theresa Graham that the Audit Committee meeting adjourn at 3:19PM. -CARRIED.*

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