

Ashley St. Pierre, Chair

Craig Myles, Director of Education

Audit Committee

Monday, June 23, 2025, 3:00pm
Zoom Meeting

Committee Members Present

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

Staff Present

Craig Myles, Director of Education
Seija Van Haesendonck, Superintendent of Business
Wende Proulx, Manager of Finance
Stephanie Courchesne, Executive Assistant

External Participants

Melissa Dodge, Regional Internal Audit Team Manager

Regrets

Caren Gagne, Trustee

1. Call to Order

The meeting was called to order at 3:00pm. Regrets from Trustee Gagne were given.

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 Hall, that the agenda for the Audit Committee meeting of June 23, 2025, be approved as presented. – CARRIED.

4. Approval of Minutes from Previous Meeting

Moved by Trustee Hall, and seconded by Judy Kleinhuis, that the minutes of the Audit Committee meeting held on December 2, 2024, be approved as presented. - CARRIED

5. Business Arising

5.1 Resignation of Committee Member

Chair Phillips formally announced her resignation from the Board of Trustees, and noted that this meeting would be her final Audit Committee meeting. Members expressed their appreciation for her leadership and service over the past year. SBO Van Haesendonck explained that when a trustee resigns from the committee, the Board must appoint a new trustee at the following Board meeting, which will occur in September. In accordance with legislation, the Audit Committee will meet before October 1 to elect a new Chair. All members of the Audit Committee are eligible to become Chair of the committee.

5.2 External Audit Committee Member Term

SBO Van Haesendonck noted that Judy Kleinhuis, a long-standing external member, has just completed her third term. As per O. Reg 361/10, external members can serve two consecutive three-year terms, after which a 30-day advertisement for a new candidate is required. If no suitable candidates emerge, the current member may be asked to serve again. Judy's membership was extended in 2022, and her term officially ended in February 2025. The Board will advertise the position, but Judy has graciously agreed to serve another term if needed. Until a new appointment is made, she is permitted to continue serving. The committee thanked Judy for her dedication, expertise, and ongoing willingness to support the Board.

6. In-Camera

With no objections, the committee transitioned into a closed session at 3:09pm.

Motion: That the Committee move into Closed Session to discuss an item pertaining to the Education Act R.S.O. 1990, c. E.2 section 207(2)(a) – Security of the property of the Board. Moved by Trustee Hall and seconded by Theresa Graham. CARRIED.

7. Arise and Report

The regular session of the Audit Committee meeting resumed at 3:36pm.

8. New Business

8.1. Annual Internal Audit Team Update – Melissa Dodge, Regional Internal Audit Team Manager

M. Dodge provided a brief update on the internal audit team's activities. Two engagements were planned for the year: the "Safe and Inclusive Schools" internal audit and the "Managed Communications" internal audit. Lisa has begun work on the communications audit, which is expected to be completed by September. The "Safe and Inclusive Schools" audit was delayed due to internal audit team staffing shortages but will likely be initiated over the summer. M. Dodge shared that additional consultants would be brought in to support workloads as there will be a leave on the team again at the end of August. The committee appreciated the update and acknowledged the ongoing staffing challenges for the RIAT.

8.2 Results of Assessment of External Auditor Performance

The committee reviewed the results of the external auditor performance evaluation. No concerns were raised, and there was general satisfaction with the performance noted in the meeting package.

8.3 Audit Committee Member Self-Assessment & 8.4 Regional Internal Auditor Assessment

The committee was informed that two assessments—the Audit Committee Self-Assessment and the Regional Internal Audit Team Assessment—would be distributed via email as Microsoft Forms links. Members were encouraged to complete both assessments, and the results will be shared and discussed at the September meeting. There were no comments or concerns raised at this time.

9. Next Meeting Date

Discussion turned to scheduling the next committee meeting. As per legislation, it must occur before October 1, and the intention is to hold it after the September Board meeting so that a new trustee member can participate.

The committee agreed to tentatively schedule the meeting to Wednesday, September 24 at 3:00 p.m. unless further conflicts are identified closer to the date.

10. Adjournment

Motion: That there being no further business to discuss, on June 23, 2025, the Audit Committee stands adjourned at 3:46pm. Moved by Trustee Hall, seconded by Judy Kleinhuis. CARRIED.