

GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD



Administrative Office: 451 Park Street West, P. O. Box 210, Windsor, Ontario N9A 6K1

PUBLIC SESSION MEETING OF THE AUDIT COMMITTEE

Monday, September 18, 2023

3:00 pm

Leamington Room

PLEASE SIGN AND EMAIL THE DISCLOSURE OF CONFLICT OF INTEREST TO TAMMY MELOCHE
(Requirement as per Ontario Regulation 361/10 Subsection 14(1)).

In attendance at this meeting:
- Cynthia Swift, KPMG (External Auditor)

AGENDA

Pages

- A. **CALL TO ORDER**
- B. **ATTENDANCE**
- C. **APPROVAL OF AGENDA**
 - C.1 Agenda
- D. **NEW BUSINESS**
- E. **CONVENE TO PRIVATE SESSION**
PUBLIC SESSION WILL RECONVENE UPON ADJOURNMENT OF PRIVATE SESSION
- F. **DECLARATION OF CONFLICT OF INTEREST**
- G. **ACTIONS OF AUDIT COMMITTEE MEETING PRIVATE SESSION**
- 1 - 2 H. **APPROVAL OF MINUTES**
 - H.1 Minutes of Public Session meeting of the Audit Committee – June 27, 2023 *Attachment 1*
- I. **BUSINESS ARISING FROM THE MINUTES**
- J. **NEW BUSINESS**
- K. **REPORTS (TO BE RECEIVED)**
Nil.
- L. **ADJOURNMENT**

Audit Committee Members:
Sarah Cipkar, Trustee
Ron Le Clair, Trustee
Gale Hatfield, Trustee
Drake Reid, External Member
TBA, External Member

Committee Liaison – Shelley Armstrong
Administrative Assistant – Tammy L. Meloche

Next scheduled meetings of the Audit Committee are:

- November 14, 2023 at 3:00 p.m.
- June 10, 2024 at 3:00 p.m.

Audit Committee Members:

Sarah Cipkar, Trustee
Ron LeClair, Trustee
Gale Hatfield, Trustee
Drake Reid, External Member
TBA, External Member

Committee Liaison – Shelley Armstrong
Administrative Assistant – Tammy L. Meloche

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MINUTES OF A PUBLIC SESSION MEETING OF THE AUDIT COMMITTEE OF THE GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD HELD ON TUESDAY, JUNE 27, 2023 in the BOARD COMMITTEE ROOM AND VIRTUAL BY MICROSOFT TEAMS

PRESENT AUDIT COMMITTEE MEMBERS:

G. Hatfield (Chairperson)
S. Cipkar - Regrets
R. LeClair
D. Reid (External member)

ADMINISTRATION:

E. Kelly, Director of Education
S. Armstrong, Superintendent of Business
V. Houston, Superintendent of Human Resources
K. Bryant, Superintendent of Staffing and Information Technology Education

OTHER ADMINISTRATIVE STAFF:

S. Maheux, Manager of Financial Services
L. Beneteau, Accounting Supervisor
R. Skeates, Accounting Supervisor
P. Farrah, Manager of Information Technology

OTHERS IN ATTENDANCE:

Suk Bedi, KPMG (External Auditor) - Virtually
Paul Sammut – KPMG (External Auditor) - Virtually
Brad Sisson, KPMG (External Auditor) - Virtually

RECORDER: T. Meloche

A. CALL TO ORDER

Chairperson Hatfield called the meeting to order at 3:03 p.m.

B. ATTENDANCE

Chairperson Hatfield noted Trustee Cipkar sent regrets.

C. APPROVAL OF AGENDA

Moved by Trustee LeClair

Seconded by D. Reid

THAT THE AGENDA BE APPROVED AS PRINTED.

CARRIED

D. CONVENE TO PRIVATE SESSION

Moved by Trustee LeClair
Seconded by D. Reid

TO MOVE INTO PRIVATE SESSION.

CARRIED

E. DECLARATION OF CONFLICT OF INTEREST

There were no Declarations of Conflict of Interest for this meeting.

F. ACTIONS OF AUDIT COMMITTEE MEETING PRIVATE MEETING

F.1 Moved by Trustee Le Clair
Seconded by D. Reid

THAT ITEMS E.1 AND F.1 AND G.1 FROM THE PRIVATE SESSION OF THE JUNE 27, 2023 AUDIT COMMITTEE MEETING BE PUT ON THE AGENDA OF THE COMMITTEE OF THE WHOLE PRIVATE SESSION BOARD MEETING OF SEPTEMBER 19, 2023 AS NEW BUSINESS.
As recommended.

G. APPROVAL OF MINUTES

Moved by D. Reid
Seconded by Trustee Le Clair

THAT THE MINUTES OF THE MARCH 21, 2023 AUDIT COMMITTEE MEETING (PUBLIC SESSION) BE APPROVED AS PRINTED.

CARRIED

H. BUSINESS ARISING FROM THE MINUTES

Nil

I. NEW BUSINESS

I.1 Audit Committee Planning for Next Year

The next meeting dates for 2023 – 2024 were confirmed as follows, commencing at 3:00 p.m. and located in the Board Committee Room or virtually if required:

- September 18, 2023
- November 14, 2023
- June 10, 2024

J. REPORTS

- J.1 March 31, 2023 – Specified Audit Procedures Report to the Ministry of Education
- J.2 Implementation of PSAB 3280 Asset Retirement Obligations

K. ADJOURNMENT

There being no further business before the Committee, the Chairperson adjourned the meeting at 3:53 p.m.

Next scheduled meeting of the Audit Committee is:

- September 18, 2023 at 3:00 p.m.

DRAFT