

**Minutes of the Audit Committee Meeting-Open  
Thursday, September 12, 2024  
St. Michael CHS – Library & Microsoft Teams**

**A. OPENING**

Meeting was called to order at 5:30 p.m.

A.1 Territorial Acknowledgement & Opening Prayer

**B. ROLL CALL**

B.1 Audit Committee Members

Present: Karen McAllister, Audit Committee Member and Trustee  
Christopher Cummings, Audit Committee Member and Trustee  
Joe Basile, Audit Committee Member (External)  
Michael Carson, Audit Committee Member (External)

B.2 Board Administration

Present: Ashley Hutchinson, Superintendent of Business & Treasurer  
Traci Bloomfield, Manager of Finance  
Saksham Menji, Assistant Manager of Finance  
Stephanie Woodman, Administrative Assistant

B.3 Guests

Present: Pasquale L'orfano, Regional Internal Auditor  
Portia Marcaida, Regional Internal Auditor  
Rob Clayton, Lead Audit Partner KPMG  
Erin Butler, Senior Manager, Audit, KPMG  
Laurie Corrigan, Director of Education  
Judith Beriault, Executive Assistant to the Director of Education  
Steve Payne, Chief Information Officer  
Amber LaBerge, Communications Lead

**C. ELECTION OF THE CHAIR OF THE AUDIT COMMITTEE**

Trustee McAllister was elected as Chair for 2024-2025.

**D. AMENDMENT TO AND APPROVAL OF AGENDA**

***Recommendation: That the Audit Committee approve the agenda of the open meeting of September 12, 2024".***

***Moved by: Joe Basile***

***Carried***

**E. DECLARATION OF CONFLICT OF INTEREST**

Nil.

**F. APPROVAL OF MINUTES**

F.1 Minutes of the Audit Committee Meeting held on June 13, 2024

***Recommendation: That the Audit Committee approve the minutes of the meeting held on June 13, 2024, as presented.***

***Moved by: Christopher Cummings***

***Carried***

**G. PRESENTATIONS**

G.1 2025-2030 Multi-Year Strategic Plan

Director Corrigan expressed gratitude to the committee for the chance to outline the strategy for implementing the 2025-2030 Strategic Plan.

Director Corrigan indicated that we are undertaking a Synodal Path to develop the CDSBEO 2025-2030 Multi-Year Strategic Plan. The synodal process is characterized by a process of careful listening and discernment.

The Multi-Year Strategic Plan will set the direction of the board, safeguard our schools, and ensure we remain a caring, equitable, innovative, and flexible space for all.

The Audit Committee and guests, excluding the external audit partner, participated in a synodal path exercise for the 2025-2023 Multi-Year Strategic Plan.

***Recommendation: "That the Audit Committee receive as information the 2025-2030 Multi-Year Strategic Plan as presented."***

***Moved by: Christopher Cummings***

***Carried***

G.2 External KPMG Audit Presentation on the Audit Plan for the 2023-24 Fiscal year

Erin Butler, KPMG Audit Engagement Partner, presented a high-level overview of KPMG's Audit Planning Report for the year ending August 31, 2024.

KPMG indicated no new significant risks for the fiscal year 2024.

***Recommendation: "That the Audit Committee recommend approval of the 2023-24 Audit Plan to the Board of Trustees."***

**Moved by: Joe Basile**

**Carried**

G.3 RIAT 2024-2025 Annual Report

Mr. L'orfano reported the status of the 2023-2024 audit engagements as follows:

- Special Education Benchmarking – In Progress
- Strategic Risk Assessment – In Progress
- Fraud Policy Benchmarking – Complete
- Follow-up Procedures - Complete

Mr. L'orfano advised that of the 26 planned engagements region-wide, at August 31, 2024, 77% of projects were either presented or in the report process, to be presented to Audit Committees at the beginning of 2024-2025.

Mr. L'orfano noted that with the Regional Internal Audit Manager's (RIAM) departure, the Audit Charter requires approval for the Acting Manager to represent the functional relationship between the Audit Committee and the RIAT.

**Recommendation: "That the Audit Committee receive as information the 2024-25 Annual Report"**

**Moved by: Christopher Cummings**

**Carried**

**Recommendation: "That the Audit Committee review and approve the Ontario East Regional Internal Audit Team Charter for the 2024-2025 school year"**

**Moved by: Christopher Cummings**

**Carried**

G.4 RIAT 2024-2025 Plan – CDSBEO

Mr. L'orfano advised that in consultation with Management, RIAT will continue with the following outstanding audits during the 2024-2025 school year:

- Special Education Benchmarking
- Strategic Risk Assessment

Mr. L'orfano ended by stating that special audit requests can be reviewed and accommodated for the 2024-2025 school year.

**Recommendation: "That the Audit Committee recommend approval of the 2024-25 Regional Internal Audit Plan."**

**Moved by: Joe Basile**

**Carried**

**H. ACTION ITEMS**

Nil.

**I. INFORMATION ITEMS**

I.1 Director Letter of Compliance

I.2 RIAM Letter to Audit Committee

**J. CLOSING PRAYER**

**K. ADJOURNMENT**

***Recommendation: "That the Open Meeting of September 12, 2024, be adjourned at 6:40 p.m."***

***Moved by: Christopher Cummings***

***Carried***