

**Members present:** K. Kramp, R. Prinzen, A. Robertson, J. Edmonds

**Regrets:** K. Egan

**Absent:** None

**Guests:** G. Champagne, L. Huber, A. Michael, G. Segu

**Resources:** K. MacIver, N. Kishinchandani, T. Rodgers

**Minutes:** J. McLaren, Executive Assistant

**1. Call to order**

The meeting was called to order at 3:31 p.m. by Chair Robertson.

Nominations were called for the position of Chair of the Audit Committee. Trustee Robertson was nominated and with no further nominations, re-elected as Chair of the Audit Committee.

**2. Acknowledgement of Traditional Lands**

Trustee Kramp offered the Land Acknowledgement.

**3. Roll Call**

Chair Robertson requested a roll call of Trustees.

**4. Approval of agenda**

**Moved:** J. Edmonds

**Seconded:** K. Kramp

That the agenda be approved for Wednesday, September 20, 2023.

**Carried**

**5. Declarations of Conflict of Interest**

None.

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

**Moved:** J. Edmonds

**Seconded:** R. Prinzen

That the minutes of the Wednesday, June 7, 2023 meeting be approved.

**Carried**

**7. Committee Reports**

**2023-2024 Annual Report on Internal Audit Activities**

Superintendent Kishinchandani and Genevieve Segu, Regional Internal Audit Manager (RIAM) referred to Report 7(a), dated September 20, 2023.

**Clarification/discussion items included:**

- A question arose regarding in-camera sessions and whether they should be included at each meeting. It was advised it is a good practice and commonly found on agendas, as it ensures there is support in place should issues with management arise.
- A question was raised about RIAM's participation in exit interviews and what that entailed. It was clarified that it relates to the end of an audit where a meeting debrief takes place with management, recommendations are suggested, and the working paper is reviewed.

### **2023-2024 Regional Internal Audit Plan**

Superintendent Kishinchandani and Genevieve Segu (RIAM) referred to Report 7(b), dated September 20, 2023.

**That the Audit Committee recommend the Hastings and Prince Edward District School Board approve the 2023-2024 Regional Internal Audit Plan.**

**Moved: K. Kramp**  
**Seconded: J. Edmonds**

**Carried**

#### **Clarification/discussion items included:**

- Clarification was sought regarding why the Business Continuity – Disaster Recovery was not moving forward during the 2023-24 school year. It was confirmed that it was intended as a workshop for all Ontario-East boards but that many boards in the region have developed plans, therefore addressing the risks, so the workshop was no longer required.
- It was further advised that due to resource constraints, a region-wide audit would take place on Special Education Benchmarking to maximize resources on a project that will benefit many of the school boards.

#### **External Audit Update**

Lori Huber from KPMG LLP provided a verbal update on Item 7(c), dated September 20, 2023, and advised that there are no significant items to address or concerns at this stage. Complete findings will be brought to the Audit Committee meeting on November 8, 2023.

### **8. Staff Reports**

#### **Annual Report to the Board of Trustees**

Superintendent Kishinchandani referred to Report 8(a), dated September 20, 2023.

#### **Annual Report to Ministry of Education**

Superintendent Kishinchandani referred to Report 8(b), dated September 20, 2023.

### **9. Notice of Motion**

None.

### **10. Correspondence**

None.

### **11. Adjournment**

The meeting adjourned at 4:20 p.m. The next meeting will be on Wednesday, November 8, 2023.