



**WINDSOR-ESSEX CATHOLIC  
DISTRICT SCHOOL BOARD**

1325 California Avenue  
Windsor, ON N9B 3Y6  
BOARD CHAIRPERSON: Barbara Holland  
DIRECTOR OF EDUCATION: Paul A. Picard

**AUDIT COMMITTEE  
MINUTES**

**Wednesday, November 11, 2015 at 6:00 p.m.  
Windsor Essex Catholic Education Centre  
Video Conference Room**

**PRESENT:**

**Audit Committee Members:**

Fabio Costante (Board member) Lisa Soulliere (Board member)  
Lisa DiMaio (Community member) Fulvio Valentinis (Board member – Committee Chair)  
Randy Laforest (Community member)

**Administrative Resource Personnel:**

Mario Iatonna, Executive Superintendent of Corporate Services  
Grace Flood, Manager of Accounting & Capital

**Internal Audit Team Members:**

Johan Nicolle, Regional Internal Audit Manager

**External Audit Team Members:**

Ferruccio Da Sacco, Partner BDO Canada

Recording Secretary: D. Steffens

1. Call to Order and Opening Prayer - Chair Valentinis called the meeting to order at 6:05 p.m. and opened the meeting with prayer.
2. Recording of Attendance - All committee members present.
3. Approval of Agenda

**Additions:**

- Closed Session Agenda Item 7d(ii) First Class E-Mail Accounts for Retirees

Moved by: R. Laforest

Seconded by: L. DiMaio

**THAT the November 11, 2015 Audit Committee meeting agenda be approved as amended. Carried.**

4. Disclosure of Interest Pursuant to the Municipal Conflict of Interest Act - None.

*Notations for the record:* At point of discussion, Chair Valentinis disclosed interest in in-camera agenda item 7b(ii) First Class E-Mail Accounts for Retirees due to his spouse's status as a retired employee of the Board, and left the room during the discussion. Committee member R. Laforest submitted a signed Disclosure of Interest pursuant to the requirements of *Ontario Regulation 361/10 Audit Committees*.

5. Approval of Minutes - September 21, 2015 Audit Committee Meeting

Moved by: L. Soulliere

Seconded by: F. Costante

**THAT the September 21, 2015 Audit Committee Minutes be approved as distributed. Carried.**

6. Resolve into Closed Session

Moved by: L. Soulliere

Seconded by: L. DiMaio

**THAT the Audit Committee meeting of November 11, 2015 resolve into Closed Session at 6:10 p.m., pursuant to the Education Act – Section 207 to consider security of the property of the board matters; contractual; and, specific matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Carried.**

7. Closed Session Items

- a) Confidential Note to File - September 21, 2015 Closed Session
- b) External Audit Oversight Function
  - i. 2014-15 External Audit and Consolidated Financial Statements - Review and Recommendation to the Board of Trustees for Approval
  - ii. Private Discussion with External Auditor (Not required)
- c) Internal Audit Oversight Function
  - i. South Region Internal Audit Financial Summary, dated October 16, 2015
  - ii. South Region Internal Audit 2014-15 Annual Audit Report for the Windsor-Essex Catholic District School Board
- d) Other Business / Questions of an In-Camera Nature
  - i. Finalize 2014-15 Self-Assessment of the Audit Committee Performance
  - ii. First Class Email Accounts for Retirees

8. Resolve into Open Session

Moved by: L. DiMaio

Seconded by: L. Soulliere

**THAT the Audit Committee meeting of November 11, 2015 resolve into Open Session at 7:45 p.m. and,**

**THAT the recommendations and directions of the Windsor-Essex Catholic District School Board Audit Committee at its Closed Session meeting of November 11, 2015 be approved. Carried.**

*NOTE: Chair Valentinis did not participate in vote on motion.*

Chair Valentinis reported the following action items from Closed Session:

- Approved the September 21, 2015 Audit Committee In-Camera Meeting Notes
- Recommended the annual audited Financial Statements and the accompanying Auditors' Report for the year ending August 31, 2015 for approval by the Windsor-Essex Catholic District School Board
- Received the South Region Internal Audit Financial Summary, dated October 16, 2015
- Received the South Region Internal Audit 2014-15 Annual Audit Report for the Windsor-Essex Catholic District School Board
- Approved the 2014-15 Self-Assessment of the Audit Committee Performance

*L. DiMaio left the meeting at 7:46 p.m. due to a personal commitment.*

9. Open Session Items

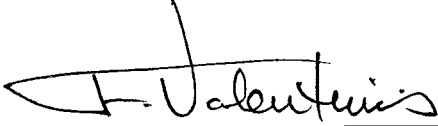
- a) Annual Assessment of the External and Internal Auditors Performance - R. Laforest agreed to coordinate the process among the committee members and return consolidated evaluation forms to G. Flood. The Annual Evaluation of the External and Internal Auditors Performance will be placed on the April 20, 2016 Meeting agenda for the committee's consideration and disposition.
- b) Ministry Memorandum 2015:SB30 re 2014-15 Audit Committee Annual Report to the Ministry, dated October 8, 2015

Moved by: F. Costante

Seconded by: L. Soulliere

**That the Ministry Memorandum 2015:SB30 re 2014-15 Audit Committee Annual Report to the Ministry, dated October 8, 2015 be received as information. Carried.**

10. Other Business / Questions - None.
11. Next Meeting Date(s) / Review of 2015-16 Work Plan
  - Wednesday, April 20, 2016 at 6:00 p.m.
  - Wednesday, June 15, 2016 at 6:00 p.m.
12. Closing Prayer and Adjournment - The meeting adjourned at 7:55 p.m. at the call of the Chair.



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**Fulvio Valentinis**  
*Audit Committee Chairperson*