



## MINUTES OF THE AUDIT COMMITTEE MEETING (PUBLIC SESSION)

**FRIDAY, SEPTEMBER 23, 2022**

Minutes of the Audit Committee Meeting (public session) of the Niagara Catholic District School Board, held on September 24, 2022 electronically in compliance with Education Act Section 207 and Ontario Regulation 463/97 Section 5.1(2).

The meeting was called to order at 10:04 a.m. by Chair Mario Falvo.

### **A. ROUTINE MATTERS**

#### **1. Opening Prayer**

Opening Prayer was led by Director Camillo Cipriano.

#### **2. Roll Call**

<b>Committee Member</b>	<b>Present</b>	<b>Present Electronically</b>	<b>Absent</b>	<b>Excused</b>
Kathy Burtnik	✓			
Rhianon Burkholder	✓			
Leanne Prince		✓		
Mario Falvo	✓			
Louie Finelli	✓			

Resources to the Audit Committee were in attendance:

**Camillo Cipriano**, Director of Education  
**Giancarlo Vetrone**, Superintendent of Business and Financial Services  
**Rosa Rocca**, Controller of Business and Finance  
**Andrea Eltherington**, Regional Internal Audit Manager  
**Cathy DeLuca**, Senior Regional Internal Auditor  
**Melanie Dugard**, Grant Thornton LLP

Staff in attendance:

**Grant Frost**, Chief Information Officer

**William Mancini**, IT Engineer

**John Forte**, Privacy and Risk-Advisor

**Shari Bush**, Recording Secretary/Administrative Assistant, Business and Financial Services

**3. Election of Chairperson for the Fiscal Year 2022-2023**

Moved by Kathy Burtnik

Second by Louie Finelli

**THAT** the Niagara Catholic Audit Committee agrees to postpone the Nominations and the Election of a New Chair for the 2022-2023 Niagara Catholic Audit Committee until November 2022 after the Municipal Elections.

**CARRIED**

**4. Approval of the Public Agenda of September 23, 2022**

Moved by Rhianon Burkholder

Second by Kathy Burtnik

**THAT** the Niagara Catholic Audit Committee approve the Agenda of the Audit Committee Meeting (Public Session) of Friday, September 23, 2022 as presented.

**CARRIED**

**5. Declaration of Conflict of Interest**

**5.1 Declaration of Conflict of Interest Form (2022-2023)**

Declaration of Conflict of Interest Form will be filled out by Committee Members and email to Shari Bush.

**5.2 Declaration of Conflict of Interest re: Agenda (verbal)**

No Declarations of Conflicts of Interest were declared with any items on the agenda.

**6. Approval of Minutes of the Audit Committee Meeting (Public Session)**

**6.1 June 17, 2022**

Moved by Louie Finelli

Second by Rhianon Burkholder

**THAT** the Niagara Catholic Audit Committee approve the Minutes of the Audit Committee Meeting (Public Session) of June 17, 2022 as presented.

**CARRIED**

**B. REPORTS**

**1. Regional Internal Audit Status Report**

**1.1 Update**

Andrea Eltherington presented the Memorandum to update the committee members.

## **1.2 RIAT Education and Training Plan**

Andrea Eltherington presented the RIAT Education and Training Plan to the committee members.

## **C. OTHER**

### **1. Recruitment of the Non Board Member Positions of the Niagara Catholic Audit Committee, Section 7 of the Ontario Regulation 361/10.**

The Niagara Catholic Audit Committee Members, Director Camillo Cipriano and Giancarlo Vetrone wanted to thank and acknowledge Mario Falvo and Louie Finelli's wisdom and knowledge they gave in volunteering for the Non Board Member Positions of the Niagara Catholic Audit Committee.

## **D. BUSINESS IN CAMERA**

Moved by Kathy Burtnik  
Seconded by Louie Finelli

**THAT** the Niagara Catholic Audit Committee move into the In Camera Session  
**CARRIED**

The Niagara Catholic Audit Committee moved into the In Camera Session of the Committee Meeting at 10:29 a.m. and reconvened at 11:34 a.m.

## **E. FUTURE MEETINGS**

Next Audit Committee Meeting is Wednesday, November 23, 2022

**Noted:** Director Camillo and Giancarlo Vetrone wanted to thank Trustee Kathy Burtnik for her support and proficiency she brought to the Niagara Catholic Audit Committee, as she will be retiring from this position.

## **F. ADJOURNMENT**

Moved by Louis Finelli  
Seconded by Rhianon Burkholder

**THAT** the September 23, 2022 meeting of the Niagara Catholic Audit Committee be adjourned.  
**CARRIED**

The Niagara Catholic Audit Committee Meeting was adjourned at 11:38 a.m.