

Minutes of a Meeting of the Internal Audit Steering Committee held in the Douglas Cardinal Boardroom, St. Albert Place, 3rd floor, on the above date at 1:00 p.m.

Present:

Councillor Brodhead
Councillor Hughes
Councillor MacKay
S. Cribb

Absent:

B. Donahue

Staff:

B. Fletcher, Chief Administrative Officer
D. Slokar, Manager, Finance & Strategic Services
R. McDonald, Legislative Officer

Guests:

A. Victoor, Director, Finance & Strategic Services
C. Campbell, Manager, Purchasing Services
A. Ushko, Acting Manager, Purchasing Services
J. Graham, Director, Information Technology
L. Pickard, Manager, IT Technical Services

Welcome and Call to Order

R. McDonald assumed the role of Chair, called the meeting to order at 1:02 p.m., and welcomed the Committee members and staff in attendance.

Election of Chair and Vice Chair

R. McDonald called for nominations for the position of Internal Audit Steering Committee Chair for the 2025 term. Councillor MacKay nominated Councillor Hughes. As no other nominations were received, Councillor Hughes was declared elected Chair for 2025 by acclamation.

R. McDonald relinquished the Chair to Councillor Hughes.

Councillor Hughes assumed the role of Chair and called for nominations for the position of Vice-Chair of the Internal Audit Steering Committee for 2025. Councillor Brodhead nominated Councillor MacKay. As no other nominations were received, Councillor MacKay was declared elected Vice-Chair for 2025 by acclamation.

Adoption of Agenda

The Chair declared the April 4, 2025 agenda adopted as presented.

Approval of Minutes

The Chair declared the minutes of December 13, 2024, adopted as presented.

Meeting Schedule for 2025

D. Slokar led a conversation in regard to the meeting schedule for 2025. It was determined that the IASC will meet early September and November. Dates to be determined.

Procurement Audit Implementation Update

C. Cameron provided an update and summary to the committee in regard to the Procurement Audit Progress Report – 2024, for information. C. Campbell, A. Victoor and A. Ushko addressed questions of the Committee.

Cyber Security Audit Implementation Workplan Update – IN CAMERA

In Attendance

B. Fletcher, Chief Administrative Officer (Advice and Information)
D. Slokar, Manager, Finance & Strategic Services (Advice and Information)
J. Graham, Director, Information Technology (Advice and Information)
L. Pickard, Manager, IT Technical Services (Advice and Information)
R. McDonald, Legislative Officer (Legislative Support)

Moved by Councillor MacKay

That the Internal Audit Steering Committee move in camera to discuss a matter pursuant to Section 24(1)(a) (Advice, proposals, recommendations, analyses or policy options developed by or for a public body) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

The Committee went in camera at 1:30 p.m.

Moved by Councillor MacKay

That the Committee reconvene in Public.

CARRIED UNANIMOUSLY

The Committee reconvened in public at 1:50 p.m.

Moved by S. Cribb

That the Internal Audit Steering Committee direct Administration to bring to Council a budget request to enable the Cyber Security Audit Workplan before the end of Q2 2025.

CARRIED UNANIMOUSLY

Review of Risk Register – IN CAMERA

In Attendance

B. Fletcher, Chief Administrative Officer (Advice and Information)
D. Slokar, Manager, Finance & Strategic Services (Advice and Information)
J. Graham, Director, Information Technology (Advice and Information)
R. McDonald, Legislative Officer (Legislative Support)

Moved by Councillor Brodhead

That the Internal Audit Steering Committee move in camera to discuss a matter pursuant to Section 24(1)(a) (Advice, proposals, recommendations, analyses, or policy options developed by or for a public body) of the Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY

The Committee went in camera at 2:00 p.m.

Moved by Councillor MacKay

That the Committee reconvene in Public.

CARRIED UNANIMOUSLY

The Committee reconvened in public at 2:14 p.m.

Review of Updated IASC Multi-Year Workplan

D. Slokar led a discussion with the Committee in regard to finalizing the details of the IASC 2024-2027 Workplan.

Moved by Councillor MacKay

That the Internal Audit Steering Committee recommend to Council, approval of the 2025-2028 Internal Audit Steering Committee Workplan.

CARRIED UNANIMOUSLY

Discuss Committee Funding and ongoing Budget

The Committee discussed the committee funding and ongoing budget.

Councillor Hughes relinquished the role of Chair to Councillor MacKay.

Moved by Councillor Hughes

That the Internal Audit Steering Committee recommends to Council that the following postponed motion be approved:

PM-26-xxx

That \$100,000 be added to the 2026 base budget on an ongoing basis, to be funded from the tax base, to support Committee-directed audits and activities as per Bylaw 24/2023 Internal Audit Steering Committee.

CARRIED UNANIMOUSLY

Councillor MacKay relinquished the role of Chair back to Councillor Hughes.

Input into Community Vision and Pillars of Sustainability

This item will be rescheduled. Date to be determined.

Next Meeting Date

By September 15, 2025 (date to be confirmed)

Adjournment

The Chair declared the meeting adjourned at 2:47 p.m.

CHAIR

DESIGNATED OFFICER

UNADOPTED