

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 10:00 a.m.

Present:

Councillor Brodhead
Councillor Hughes - Chair
Councillor MacKay – Vice Chair
M. Phillips
B. Donahue

Staff:

B. Fletcher, Chief Administrative Officer
D. Slokar, Manager, Strategic Services & Communications
J. Graham, Director, Information Technology
L. Pickard, Manager, IT Technical Services
A. Betskova, Procurement Specialist, Financial & Strategic Services
R. McDonald, Legislative Officer

Welcome and Call to Order

R. McDonald assumed the role of Chair, called the meeting to order at 10:04 a.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 2024 term. Councillor MacKay nominated Councillor Hughes. As no other nominations were received, Councillor Hughes was declared elected Chair for 2024 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 2024. Councillor Hughes nominated Councillor MacKay. As no other nominations were received, Councillor MacKay was declared elected Vice-Chair for 2024 by acclamation.

Adoption of Agenda

The Chair declared the March 8, 2024 agenda adopted as presented.

Adoption of Minutes

The Chair declared the minutes of December 18, 2023 adopted as presented.

Cyber Security Audit Update

D. Slokar provided an update in regard to the Cyber Security Audit.

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 10:06 a.m.

Moved by B. Donahue

That the Committee reconvene in Public.

CARRIED UNANIMOUSLY

The Committee reconvened in public at 10:26 a.m.

Moved by Councillor MacKay

That the details of the in camera discussion remain confidential.

CARRIED UNANIMOUSLY

Moved by M. Phillips

That the Committee endorse the firm recommended by the evaluation sub-committee to conduct the Cyber Security Audit.

CARRIED UNANIMOUSLY

Next Meeting Date

April 2024

September 2024

And any additional meetings required

Moved by Councillor Brodhead

That the Committee authorize to schedule the Risk Registry and Work Plan meeting by the end of April 2024.

CARRIED UNANIMOUSLY

Adjournment

The Chair declared the meeting adjourned at 10:40 a.m.

CHAIR

DESIGNATED OFFICER