

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 1:30 p.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
J. Graham, Director, Information Technology
L. Pickard, Manager, IT Technical Services, Information Technology
T. Chrapko, IT Security Specialist, Information Technology
H. Afolabi, IT Security Specialist, Information Technology
R. Stovall, Director, Human Resources & Safety
L. Horton, Manager, Workforce Strategies & Development
S. O’Connell, Manager, Labour Relations & Advisory Services
A. Betskova, Procurement Specialist, Purchasing Services
C. Campbell, Manager, Purchasing Services
R. McDonald, Legislative Officer

Guests:

Pete Patel, Sr Security Consultant, iON United
Stephen Mathezer, Sr. Director, Enterprise & OT Cybersecurity, iON United

Welcome and Call to Order

The Chair called the meeting to order at 1:32 p.m. and welcomed the Committee members and staff in attendance.

Adoption of Agenda

The Chair declared the September 12, 2024, agenda adopted as presented.

Adoption of Minutes

The Chair declared the minutes of April 29, 2024, adopted as presented.

Cyber Security Audit Update (In Camera)

Moved by Councillor MacKay

That the Internal Audit Steering Committee move in camera to discuss a matter pursuant to Section 20(1)(m), 23(1)(a) and 24(1)(a) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

The Committee went in camera at 1:35 p.m.

Moved by Councillor MacKay

That the Committee reconvene in Public.

CARRIED UNANIMOUSLY

The Committee reconvened in public at 2:30 p.m.

Moved by B. Donahue

That the details of the in camera discussion remain confidential.

CARRIED UNANIMOUSLY

Moved by Councillor Brodhead

That the Committee directs Administration to prepare a detailed workplan to implement recommendations, along with resource and budget requirements, and the workplan with the Committee, by the end of Q1 2025.

CARRIED UNANIMOUSLY

Moved by M. Phillips

That the Committee directs Administration to share a summary of the Cyber Security Audit Final Report with Council for information.

CARRIED UNANIMOUSLY

Draft Scope of Work for the Resource Planning Model Audit (In Camera)

Moved by B. Donahue

That the Internal Audit Steering Committee move in camera to discuss a matter pursuant to Section 20(1)(m), 23(1)(a) and 24(1)(a) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

The Committee went in camera at 2:35 p.m.

Moved by Councillor MacKay

That the Committee reconvene in Public.

CARRIED UNANIMOUSLY

The Committee reconvened in public at 2:59 p.m.

Moved by Councillor MacKay

That the details of the in camera discussion remain confidential.

CARRIED UNANIMOUSLY

Moved by B. Donahue

That the Internal Audit Steering Committee endorses the Resource Planning Model Review scope of work and directs Administration to proceed with the Request for Proposals as per timelines outlined in the Scope of Work – Resource Planning Model Review document.

CARRIED UNANIMOUSLY

Internal Audit Steering Committee Annual Report to Council Discussion

D. Slokar led a discussion with the Committee proposing an outline for the 2024 Internal Audit Steering Committee Annual Report to present to Council.

Next Meeting Date

Late November / Early December 2024 - TBD

Adjournment

The Chair declared the meeting adjourned at 3:17 p.m.

CHAIR

DESIGNATED OFFICER