

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 2:30 p.m.

Present:

Councillor Brodhead
Councillor Hughes - Chair
Councillor MacKay – Vice Chair
S. Cribb
B. Donohue

Staff:

B. Fletcher, Chief Administrative Officer
D. Slokar, Manager, Finance & Strategic Services
R. Stovall, Director, Human Resources & Safety
S. OConnell, Manager, Labour Relations & Advisory Services
A. Victoor, Director, Financial & Strategic Services
J. Graham, Director, Information Technology
K. Droogers, Legislative Officer

Guests:

J. Cousins, Partner, MNP
K. Gunn, Manager, Consulting Services, MNP – via Teams

Welcome and Call to Order

C. Hughes called the meeting to order at 2:33 p.m. and welcomed the Committee members and staff in attendance.

Adoption of Agenda

The Chair declared the September 12, 2025 agenda adopted as presented.

Approval of Minutes

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

Resource Planning Model Review Final Report Presentation

D. Slokar introduced the guests in attendance. J. Cousins presented the Resource Planning Model Review. Highlights from the presentation included an introduction and project background, findings, gap analysis and recommendations.

R. Stovall, S. OConnell, and D. Slokar answered questions of Committee.

Committee recessed at 3:52 p.m.

Committee reconvened at 3:56 p.m.

Moved by Councillor MacKay

That Administration provides the Resource Planning Model Review Final Report and Management Response to Council for information.

That the Internal Audit Steering Committee recommends to Council that Administration propose amendments to Council Policy C-FS-05 Budget and Taxation Guiding Principles along with recommended process and case study for Council's consideration.

That the Internal Audit Steering Committee recommends to Council that Administration prepare a business case for the centralization of non-permanent talent acquisition responsibilities to Human Resources and Safety for consideration as part of the proposed 2027 budget.

CARRIED UNANIMOUSLY

Committee recessed at 4:02 p.m.

Committee reconvened at 4:10 p.m.

Data Governance Practice Review

Moved by B. Donohue

That the Internal Audit Steering Committee move in camera to discuss a matter pursuant to section 29(1)(a) (Advice, proposals, recommendations, analyses or policy options developed by or for a public body) of the *Access to Information Act*.

CARRIED UNANIMOUSLY

Committee went in camera at 4:11 p.m.

Moved by Councillor Brodhead

That the Committee reconvene in Public.

CARRIED UNANIMOUSLY

The Committee reconvened in public at 4:31 p.m.

Moved by Councillor Brodhead

That the details of the in camera discussion remain confidential

CARRIED UNANIMOUSLY

Moved by B. Donohue

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

CARRIED UNANIMOUSLY

Adjournment

The Chair declared the meeting adjourned at 4:32 p.m.

CHAIR

DESIGNATED OFFICER