



## **Non-Business Meeting Minutes**

**Tuesday, March 10, 2026, 4:55 p.m.  
McNaughton Room - 3rd Floor, City Hall**

Present: Mayor Ken Boshcoff  
Councillor Albert Aiello  
Councillor Mark Bentz  
Councillor Brian Hamilton  
Councillor Michael Zussino

Officials: Jeff Walters, Deputy City Clerk  
Keri Greaves, Acting City Manager  
Andrea Morrison, Director- Finance, Corporate Services  
John Tyson, Manager- Internal Audit - Corporate Services  
Shannon Lane, Manager- Financial Services- Corporate Services  
Khanh Nguyen, Internal Audit Analyst – Corporate Services

Guests: David Kubinec, Auditor MNP LLP  
Ania Berezowski, Auditor MNP LLP

**1. Non-Business Meeting in the McNaughton Room- Open Session at 4:55 p.m.**

Non-Business Meeting - Audit Planning  
Chair: Keri Greaves, Acting City Manager

**2. Discussion Items**

**2.1 Audit Planning**

Memorandum from Andrea Morrison, Director of Finance, dated February 27, 2026 relative to Audit Committee: Introduction to Audit Plan, for information.

Members discussed the Introduction to the Audit Plan.

## **Resolution to Recess and Resolve into Closed Session**

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Councillor Albert Aiello

THAT we resolve into Closed Session in order to receive information that is relative to Confidential 2025 Audit Service Plan Report pursuant to the Municipal Act (Section 239 (2)):

(j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value.

CARRIED

### **3. Non-Business Meeting in the McNaughton Room- Closed Session at 5:00 p.m.**

Non-Business Meeting - Audit Planning

Chair: Keri Greaves, Acting City Manager

Present: Mayor Ken Boshcoff  
Councillor Albert Aiello  
Councillor Mark Bentz  
Councillor Brian Hamilton  
Councillor Michael Zussino

Officials: Jeff Walters, Deputy City Clerk  
Keri Greaves, Acting City Manager  
Andrea Morrison, Director- Finance, Corporate Services  
John Tyson, Manager- Internal Audit- Corporate Services  
Shannon Lane, Manager- Financial Services- Corporate Services  
Khanh Nguyen, Internal Audit Analyst – Corporate Services

Guests: David Kubinec, Auditor MNP LLP  
Ania Berezowski, Auditor MNP LLP

#### **3.1 Audit Planning**

Confidential 2025 Audit Service Plan Report was distributed separately to Members of Council, City Manager, City Solicitor and Commissioner - Corporate Services & City Treasurer only.

David Kubinec provided an overview of the above-mentioned report and responded to questions.

### **Resolution to Rise and Report from Closed Session**

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Councillor Albert Aiello

THAT we rise from Closed Session and reconvene in Open Session, and report that the Confidential 2025 Audit Service Plan Report was discussed.

CARRIED

#### **4. Non-Business Meeting in the McNaughton Room- Open Session at 5:56 p.m.**

Non-Business Meeting - Audit Planning

Chair: Keri Greaves, Acting City Manager

Present: Mayor Ken Boshcoff  
Councillor Albert Aiello  
Councillor Mark Bentz  
Councillor Brian Hamilton  
Councillor Michael Zussino

Officials: Jeff Walters, Deputy City Clerk  
Keri Greaves, Acting City Manager  
Andrea Morrison, Director- Finance, Corporate Services  
John Tyson, Manager- Internal Audit - Corporate Services  
Shannon Lane, Manager- Financial Services- Corporate Services  
Khanh Nguyen, Internal Audit Analyst – Corporate Services

Guests: David Kubinec, Auditor MNP LLP  
Ania Berezowski, Auditor MNP LLP

#### **4.1. Discussion Items**

##### **4.1.1 Audit Planning**

Memorandum from John Tyson, Manager - Internal Audit, dated March 3, 2026 relative to Internal Audit Charter, for information.

John Tyson, Manager- Internal Audit provided a presentation and responded to questions

**5. Adjournment**

The meeting adjourned at 6:22 p.m.