



Audit Committee

Minutes

December 15, 2025, 2:30 p.m.

Council Chambers

City of Kitchener

200 King Street W, Kitchener, ON N2G 4G7

Present:

Mayor B. Vrbanovic
Councillor S. Davey
Councillor D. Schnider
Councillor J. Deneault
Councillor P. Singh
Councillor C. Michaud
Councillor A. Owodunni
Councillor B. Ioannidis
Councillor D. Chapman
Councillor S. Stretch

Absent: Councillor M. Johnston

Staff:

D. Chapman, Chief Administrative Officer
M. May, General Manager, Community Services and Deputy
Chief Administrator
V. Raab, General Manager, Corporate Services
J. Readman, General Manager, Development Services
J. Lautenbach, Chief Financial Officer, Financial Services
D. McGoldrick, General Manager, Infrastructure Services
C. Tasker, Internal Auditor
D. Saunderson, Deputy Clerk
M. Mills, Committee Coordinator

1. Commencement

The Audit Committee held a meeting this date commencing at 2:27 p.m.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no conflicts disclosed.

3. Discussion Items

3.1 2026 Internal Audit Work Plan, CAO-2025-477

The Committee considered Chief Administrator's Office report CAO-2025-477, entitled '2026 Internal Audit Work Plan', dated November 19, 2025, providing an outline of the proposed assurance and consulting activities to be conducted by the Internal Auditor in 2026.

C. Tasker, Internal Auditor, presented the report advising her work falls into two categories, assurance services and consulting service. C. Tasker stated for the 2026 Work Plan she has a mixture of both types of audits, summarizing the list of her proposed projects for 2026.

Councillors D. Schnider, S. Davey and B. Ioannidis entered the meeting at this time.

C. Tasker stated her work plan for the beginning of 2026 is to full capacity, but there would be additional opportunity at the end of the year to include additional audits if necessary.

On motion by Councillor P. Singh

it was resolved:

"That the 2026 Internal Audit work plan be approved as outlined in Chief Administrator's Office report CAO-2025-477."

Carried

4. Status Updates

4.1 4th Quarter 2025 Audit Status Report, CAO-2025-478

The Committee considered Chief Administrator's Office report CAO-2025-478, entitled '4th Quarter 2025 Audit Status Report', dated December 3, 2025, providing a summary of the Internal Audit assurance and consulting services completed or underway during the period of July to December 2025.

C. Tasker, Internal Auditor, presented the 4th quarter status report, highlighting the internal audits completed in 2025, including the methodologies challenges and recommendations. C. Tasker provided a status update on the custodial services review and responded to questions from Committee. D. McGoldrick, General Manager, Infrastructure Services also responded to questions from the Committee.

C. Tasker then presented the physical inventory count audit, noting total write-downs are 1.7% of total inventory purchases; adjustments are small in value and expected; ongoing cycle counts to proactively identify and fix variances; and, inventory process is in control.

Councillors A. Owodunni and P. Singh left the meeting at this time.

C. Tasker further presented a status update on SAP - Separation of Duties Audit, which included an overview of the methodology, findings and recommendations.

5. Adjournment

On motion, this meeting adjourned at 2:58 p.m.

Dianna Saunderson

Manager, Council and Committee Services/Deputy Clerk