

**OFFICE OF
THE CITY AUDITOR**

REPORT RECOMMENDATION FOLLOW-UP

Administration closed 2 recommendations.

There are 25 outstanding recommendations: 23 are not yet due and 2 are overdue.

APRIL 19, 2023

Closed Recommendations

Since our last report (January 24, 2023) Administration has **closed 2 recommendations.**

Project Name	Department	Recommendation	Original Due Date	Closed Date
1. Arterial Roadway Assessment	Urban Planning and Economy	Rec 1 - Update the arterial roadway assessment guidance documents	March 31, 2023	April 6, 2023

The Development Services Branch has updated the Guidelines for Arterial Construction, which have been circulated with industry members for feedback, prepared updates to Bylaw 14380 – Arterial Roads for Development which they will bring to Council for approval in quarter 3 of 2023 and created a new Arterial Road Assessment Standard. Our review of the documents provided by Development Services indicate that they have addressed the conditions that gave rise to the initial audit recommendation.

2. Arterial Roadway Assessment	Urban Planning and Economy	Rec 2 - Document the methodology for and enhance reviews of the arterial roadway assessment calculations	March 31, 2023	April 6, 2023
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The Development Services Branch has created a new Arterial Roadway Assessment (ARA) Procedure Manual, outlining both the methodology used in calculating ARA amounts as well as the logic or rationale for how they make certain calculations. The Branch also created a manual for reviewing ARA rate calculations, which sets the expectations around the review process. These documents address the opportunities for improvement that were identified in the audit.

Overdue Recommendations

There is one overdue recommendation.

One recommendation is **more than one year overdue**.

One recommendation is **less than one year overdue**.

Project Name	Department	Recommendation	Months Overdue	Due date
1. Information Technology - Disaster Recovery Planning	Financial and Corporate Services	Rec 1 - Fully implement the disaster recovery program	16	June 30, 2023 Original due date: December 31, 2021

Specific information related to this recommendation was not shared publicly due to *Freedom of Information and Protection of Privacy Act* exemptions. Some of the information could pose a risk to the City if malicious actors were made aware of it; as a result, any discussion related to this recommendation should be done in private.

2. Historic Resource Management Program	Urban Planning and Economy	Rec 3 - Assess historic resources' condition	0	April 30, 2023 Original due date: March 31, 2023
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The Planning and Environmental Services Branch has developed standard operating procedures for the post-rehabilitation condition assessment of historical resources. These procedures include risk based inspection categories to determine the order of condition assessments. These procedures formalize the approach to assess the ongoing condition of historic resources after the completion of grant-related rehabilitation work and help identify potential remediation actions. We have reviewed the draft documents but still need to conduct a final review. The draft documents are currently being reviewed by Branch staff and management for their approval.

Recommendations Not Yet Due

There are 25 recommendations that are **not yet due**.

Project Name	Department	Recommendation	Months until due	Due date
1. Enforcement Services Management and Support	Community Services	Rec 1 - Develop performance measures	2	June 30, 2023
2. Safety Codes Permits and Inspection Services	Urban Planning and Economy	Rec 3 - Update standard operating procedures and checklists	2	June 30, 2023
3. Council and Committee Reporting Review	Office of the City Manager	Rec 1 - Strengthen Council report writing instructions	3	July 31, 2023
4. City Governance of Fort Edmonton Park	Community Services	Rec 4 - Develop detailed service agreements	5	September 1, 2023 Revised due date: December 31, 2023

5.	Safety Codes Permits and Inspection Services	Urban Planning and Economy	Rec 1 - Clarify minimum number of inspections	5	September 30, 2023
6.	Safety Codes Permits and Inspection Services	Urban Planning and Economy	Rec 2 - Expand risk-based inspections	5	September 30, 2023
7.	Safety Codes Permits and Inspection Services	Urban Planning and Economy	Rec 4 - Enhance performance measures	5	September 30, 2023
8.	Safety Codes Permits and Inspection Services	Urban Planning and Economy	Rec 5 - Improve efficiency for permit application and inspections	5	September 30, 2023
9.	Enterprise Performance Management	Financial and Corporate Services	Rec 1 - Gather performance measurement data	5	September 30, 2023
10.	Enterprise Performance Management	Financial and Corporate Services	Rec 1 - Monitor departments	5	September 30, 2023
11.	Enforcement Services Management and Support	Community Services	Rec 3 - Implement functional dispatch and GPS systems	9	December 31, 2023
12.	City's Response to Homelessness	Community Services	Rec 1 - Develop a corporate-wide homelessness plan	9	December 31, 2023
13.	City's Response to Homelessness	Community Services	Rec 2 - Assign accountability for homelessness plan	9	December 31, 2023

14. City's Response to Homelessness	Community Services	Rec 3 - Develop performance measures and evaluate the homelessness plan	9	December 31, 2023
15. Enterprise Performance Management	Financial and Corporate Services	Rec 4 - Enhance operational and public reporting	9	December 31, 2023
16. Council and Committee Reporting Review	Office of the City Manager	Rec 2 - Improve readability and fully support information in Council reports	11	February 28, 2024
17. Enterprise Performance Management	Financial and Corporate Services	Rec 3 - Regularly evaluate performance measures	12	March 31, 2024
18. City Governance of Fort Edmonton Park	Community Services	Rec 2 - Clarify roles and responsibilities of various stakeholders	13	April 30, 2024
19. Enforcement Services Management and Support	Community Services	Rec 2 - Update policies and procedures	15	June 28, 2024
20. IT General Controls - Process Ownership	Financial and Corporate Services	Rec 1 - Update and fully implement IT governance framework	15	June 30, 2024
21. Historic Resource Management Program	Urban Planning and Economy	Rec 1 - Update guiding documents	21	December 31, 2024

22. City Governance of Fort Edmonton Park	Community Services	Rec 1 - Update governance documents	21	December 31, 2024
23. City Governance of Fort Edmonton Park	Community Services	Rec 3 - Clarify City's funding approach of FEMCo	21	December 31, 2024
