**OFFICE OF
THE CITY AUDITOR**

RECOMMENDATION FOLLOW-UP

Administration closed 2 recommendations

There are 17 outstanding recommendations: 16 are not yet due and 1 is overdue.

November 17, 2022

Closed Recommendations

In the period since our last report (September 29, 2022) the Administration has **closed 2 recommendations.**

Project Name	Department	Recommendation	Original Due Date	Closed Date
1. Forestry Services Audit	City Operations	Rec 1 - Review pruning target	**Revised due date:** November 30, 2022 **Original due date:** November 30, 2021	November 17, 2022

Forestry has completed a review of their pruning budget including pruning task standards, unit cost per tree, pruning scheduling and coordination, and pruning cycle. Forestry has also examined various options for optimizing their operations.

Project Name	Department	Recommendation	Original Due Date	Closed Date
2. Forestry Services	City Operations	Rec 5 - Update guiding documents	November 30, 2022	November 17, 2022

Forestry has reviewed and updated guiding documents such as the *Guidelines for Evaluation of Trees* and the *Corporate Tree Management Policy* to improve their clarity, accuracy, and consistency. This included updating definitions for clarity and consistency and calculations for equitable compensation to ensure accuracy.

Overdue Recommendations

There is one overdue recommendation.

No recommendations are **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	**10**	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. This is a reasonable extension of the original implementation date.

Recommendations Not Yet Due

There are 16 recommendations that are **not yet due**.

	Project Name	Department	Recommendation	Months until due	Due date
1.	Social Development	Community Services	Rec 2 - Evaluate activities and outcomes	**2**	December 30, 2022
2.	Snow and Ice Control Audit	City Operations	Rec 8 - Develop cost-reduction and revenue generation opportunities	**2**	December 31, 2022
3.	Project Management of Transportation Infrastructure	Integrated Infrastructure Services	Rec 1 - Project quality measurement and reporting	**2**	December 31, 2022
4.	Arterial Roadway Assessment	Urban Planning and Economy	Rec 1 - Update the arterial roadway assessment guidance documents	**5**	March 31, 2023
5.	Arterial Roadway Assessment	Urban Planning and Economy	Rec 2 - Document the methodology for and enhance reviews of the arterial roadway assessment calculations	**5**	March 31, 2023
6.	Historic Resource Management Program	Urban Planning and Economy	Rec 3 - Assess historic resources' condition	**5**	March 31, 2023

7.	Safety Codes Permits & Inspection Services	Urban Planning and Economy	Rec 3 - Update standard operating procedures and checklists	**8**	June 30, 2023
8.	Safety Codes Permits & Inspection Services	Urban Planning and Economy	Rec 1 - Clarify minimum number of inspections	**11**	September 30, 2023
9.	Safety Codes Permits & Inspection Services	Urban Planning and Economy	Rec 2 - Expand risk-based inspections	**11**	September 30, 2023
10.	Safety Codes Permits & Inspection Services	Urban Planning and Economy	Rec 4 - Enhance performance measures	**11**	September 30, 2023
11.	Safety Codes Permits & Inspection Services	Urban Planning and Economy	Rec 5 - Improve efficiency for permit application and inspections	**11**	September 30, 2023
12.	City's Response to Homelessness	Office of the City Manager	Rec 1 - Develop a corporate-wide homelessness plan	**14**	December 31, 2023
13.	City's Response to Homelessness	Office of the City Manager	Rec 2 - Assign accountability for homelessness plan	**14**	December 31, 2023
14.	City's Response to Homelessness	Office of the City Manager	Rec 3 - Develop performance measures and evaluate the homelessness plan	**14**	December 31, 2023

15. IT General Controls - Process Ownership	Financial and Corporate Services	Rec 1 - Update and fully implement IT governance framework	**20**	June 30, 2024
16. Historic Resource Management Program	Urban Planning and Economy	Rec 1 - Update guiding documents	**26**	December 31, 2024